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## Systems Administration

### Section 6: Systems Administration

#### Section 6 - 1 : Update

#### Section 6 - 1.1 : Update System Administration Functions

#### Section 6 - 1.1.1 : Perform System Backup

#### Section 6 - 1.1.1.1 : Backup

*Form: ss\_backup*

*Radio Button(s)*

**Full Export of WIC Application Tables-** Uses the file 'full\_exp' When the user selects this button, a backup of all the application base and participant tables supporting the WIC system will be performed.

**Weekly (Backup of Disk Structure) -** Uses the file 'wbackup' When this button is selected, a backup of all server directories will be performed.

**Custom -** See Background Process(es).

*Fields*

**Tables -** ALL\_TABLES.TABLE\_NAME

Lov : ALL\_TABLES where owner = 'AIM'.

**To Directory/File -** Populated from the ENV\_VARIABLES table(The field ENV\_VALUE contains the path). The ENV\_VARIABLES table is only used internally, meaning that the user does not change it anywhere. It is used to find certain directories and files on the system as well as the agency where the database exists. It is mainly used by end-of-day, laptop processing, backup, and archive retrieval. The file field is automatically populated with a .dmp extension.

This field is display only.

**Path and Directory -** The user enters a path and directory he/she wants to include in the custom backup(i.e. C:\documents\vendor);.

**Time -** If user enters a time > SYSDATE Time then the label reads 'TODAY'(TODAY- Means it will be taken care of that day); else the label reads 'TOMORROW'(Tomorrow- Means at the next preprogramed date);

This field is mandatory and must be entered when the user chooses to schedule the backup for a later time. This field will default to 5 minutes from the current time of the system clock.

*Background Process(es):*

**Proceed** - This button initiates the backup process. The system initiates the following searches to verify that the backup\_time is not null and frequency is 'FULL EXPORT' or 'CUSTOM' or 'WEEKLY' . If 'FULL EXPORT' applies the system prompts for a username and password to use for the export. If 'CUSTOM' applies, the system runs custom\_backup\_processing. If any tables have been selected, it prompts for a username and password for the export first. And if neither of these two apply, the system runs weekly\_backup\_process.

**Cancel** - This button exits the screen without performing the backup process.

For the LA Servers, NT Backup command "NTBACKUP" is used to launch NT Backup.

A custom backup will only be used when major changes are being done to data or files and when the Database Administrator or System Administrator wants to perform a backup on specific files. The user selects the custom radio button. If the user selects a table name, the system saves all the data from the table selected and exports it to a file. After it is exported to a file, the file is then written to tape(see the To Directory/File on previous page). If the user selects a directory, the system does a NT Backup of the directory

The full export is a database export. All information for the database is backed up and written to tape.

The weekly backup does not backup the Oracle database but does a complete backup of all files resident on the application server including Oracle system files. Since this may take multiple tapes, this must be done while the user is available to change the tape. It does not take the place of the nightly backup.

The nightly backup is a cold database backup and an incremental file backup. All information for those database is backed up but, only for those files that have changed since the last backup were written to tape.

## System Administration

### Section 6 - 1.1.2 : Perform System Restore

*Form: None*

#### Section 6 - 1.1.2.1 : Restore Procedures

##### Restore Scenarios for the Arizona WIC Database

There are many failure scenarios that can occur, each dictating a different method of recovery. The mode in which the database is operating in will dictate the type of recovery that can be accomplished. The database will either be operating in ARCHIVELOG mode or NOARCHIVELOG mode. To find out the mode the database is operating in, select log\_mode from v\$database as a dba. The advantage of operating in ARCHIVELOG mode is that the database has the ability to be restored up to the time of failure. This type of recovery will require the skills of an Oracle DBA to restore the database. Described in this document is an approach to restoring to the last full nightly cold backup as well as recovering from a lost control file if control files are mirrored.

If recovering to the last full nightly cold backup, transactions that occurred between the time of backup and the time of failure WILL be lost. If transactions cannot be lost and must be recovered, the database must be in ARCHIVELOG mode and the skills of a DBA will be required. If the database is in NOARCHIVELOG mode, the only recovery choice available is to restore to the last full nightly cold backup. Oracle error messages ORA-01157 and ORA-01110 on database open indicate a lost file or files that the database needs in order to function. When these errors are received, a recovery will be necessary.

##### Steps To Recover to the last full nightly cold backup

1. On the database server, go to the MS-DOS prompt.
2. Enter the command: set ORACLE\_SID=sid name.
3. Enter the command: svrmgr23.
4. In server manager, enter: connect internal Note: If prompted for password, enter password for internal.
5. Next, enter: shutdown immediate.
6. The message that database was shutdown should appear. If not, enter: shutdown abort Note: at this point exit from server manager and exit from DOS.
7. Now, all backed up files can be restored to their original location. The backup should include at least database files, control files, and redo log files. The backup may include archived log files and the init.ora file. The archived log files only need to be restored if a complete or incomplete recovery is being performed. Again, the skills of a DBA will be needed for this type of recovery. The init.ora will need to be restored only if the init.ora on disk is missing or corrupted.
8. Once all files are restored, go to MS-DOS prompt. Enter the command: set ORACLE\_SID=sid name.
9. Enter the command: svrmgr23
10. In server manager, enter: connect internal
11. Next, enter: startup pfile=location of init.ora file NOTE: The init.ora file is generally named init<sid name>.ora. To find the location of the file, search first in the ORACLE\_HOME directory. If not found, search the entire hard disk. The ORACLE\_HOME variable is defined in the registry. To

determine the value of ORACLE\_HOME run regedit and find ORACLE\_HOME. The corresponding value will be displayed.

12. At this point, the database should be open indicated by a message displayed that the database is open and restored to the date of the backup. To verify the database is open, enter the command: `select * from v$database;`

Another error that can occur is a missing control file indicated by ORA-00205. If the control files are mirrored (2 or more) and at least 1 control file is still available then a recovery is no more than shutting down the database and copying the available control file to the location(s) of the lost control file(s). When this method is used, no transactions will be lost.

Steps to Recover from a loss of control file(s) if one is still available:

1. If an ORA-00205 is displayed when opening the database, then a control file(s) is missing. First, go to the MS-DOS prompt on the database server.
2. Enter the command: `set ORACLE_SID= sid name`
3. Enter the command: `svrmgr23`
4. In server manager, enter: `connect internal .`
5. Once connected, enter: `show parameters background .`
6. The `background_dump_dest` is the location of the alert<sid name>.log file.
7. Go to the location using Explorer and open the alert<sid name>.log. Scroll to the bottom and search for the ORA-00205 message. This will indicate the location and name of the missing control file. The init.ora file lists all control files included in the database. Compare that list to the missing list. If 1 control file is still available, proceed to next step. Otherwise, let an Oracle DBA recover from this situation.
8. In server manager, enter: `connect internal.`
9. Next, enter: `shutdown immediate` Note: if a message is displayed that the database is shutdown then, and only then, proceed to the next step.
10. Copy the remaining control file to the destination(s) of the missing and name it the same name as the missing file(s).
11. Once all files are back to their original location and named appropriately, go to MS-DOS and enter the command: `set ORACLE_SID=sid name.`
12. Next, enter: `svrmgr23.`
13. Enter: `connect internal.`
14. Enter: `startup pfile=location and name of init.ora file` Note: a message should be displayed that the database is open.

Both of these situations should be handled with care. If the procedure is not correctly followed, the database will be corrupted and will not be able to start. Again, if transactions cannot be lost and the database is in ARCHIVELOG mode, the assistance of a skilled Oracle DBA is essential to restoring the database completely and correctly.

*Background Process(es):*

None

**Section 6 - 1.1.3 : Archive Data****Section 6 - 1.1.3.1 : Archive Data**

*Form: ss\_archive\_data*

*Fields*

1. S\_ARCHIVE\_PARAMETERS.CLIENT\_ARCHIVE\_MONTHS.  
This field is mandatory.
2. S\_ARCHIVE\_PARAMETERS.VENDOR\_ARCHIVE\_MONTHS.  
This field is mandatory.

*Background Process(es):*

The system runs SQL scripts to extract participant or vendor data from application tables for storage in archive.

During the archive/archive retrieval processes, the system assigns various values to the archive flag. If a participant has never been archived, the participant doesn't have a record in the S\_CLIENT\_ARCHIVES table, no archive flag and therefore no archive flag value. When the participant is archived, the archive flag becomes 'Y' to indicate to the system that the archiving processing must include this participant record. The End of Day processing runs, and changes the participant's archive flag to 'N', indicating to the system that the archiving process has been accomplished for this participant and doesn't need to include the participant record in the current process. Once a participant is retrieved, the archive flag is then changed to 'R', indicating to the system that this participant record must be included in retrieval processing.. If the participant is re-archived the archive flag is changed once again, from 'R' to 'Y'. Then the end of day processing changes the archive flag to 'N'. During the time while the participant is not re-archived, the archive flag will stay R.

**Proceed** - click on this button to initiate the archive process. The system creates a backup of the directory where the export files will be created by running the following:

The system initializes NTBACK of directory (E:\Backput\arch) where the archive data export files will be created. The system then creates a log file which is stored on the Cental Server directory E:\Backup\Log. The standard NT backup log file contains the name of the files, and the directories that were backed up and the date the backup occurred.

The system then deletes the contents of the directory where the export files will be created through the use of a NT Delete:

```
del_cmd := ENV('WIC_EOD')||"\clean_arch.bat "||ENV('ARCH_PATH');  
HOST(del_cmd);
```

Next the system executes archive\_clients.sql. This script calls trunc\_cli.sql and ins\_cli.sql. Trunc\_cli.sql deletes all the records in the following tables: R\_C\_CLIENTS, R\_C\_BLOODWORK\_DATA, R\_C\_B\_N\_HEALTHS, R\_C\_B\_N\_HH\_REASONS\_BFENDS, R\_C\_CERTIFICATIONS, R\_C\_CERT\_PEER\_COUNSELS, R\_C\_CERT\_TERM\_REASONS,

R\_C\_CLIENT\_COMMUNICATIONS, R\_C\_CLIENT\_GOALS, R\_C\_CLIENT\_NE\_TOPICS,  
R\_C\_CLIENT\_NOTES, R\_C\_CLIENT\_PROGS, R\_C\_CLIENT\_REFERRALS,  
R\_C\_CLIENT\_SERVICES, R\_C\_CLIENT\_SVC\_NE\_MATERIALS, R\_C\_CONTACTS,  
R\_C\_DIETARY\_ASSESSMENTS, R\_C\_DIET\_NUTRIENTS, R\_C\_FAMILY\_PHONES,  
R\_C\_FAM\_REFERRALS, R\_C\_FEU\_COMMUNICATIONS, R\_C\_FOOD\_PACK\_SCRIPTS,  
R\_C\_HEALTH\_RISK\_FACTORS, R\_C\_IMMUNIZATIONS, R\_C\_INCOMES,  
R\_C\_INCOME\_HISTORIES, R\_C\_INFANT\_CHILD\_MEDICALS, R\_C\_INFANT\_DATA,  
R\_C\_I\_C\_HEALTH, R\_C\_I\_C\_HH\_REASONS\_BFENDS, R\_C\_PEEF\_RBFENDS,  
R\_C\_P\_COUNS\_NOTES, R\_C\_P\_HEALTHS, R\_C\_RESOLUTIONS, R\_C\_TRANSFER\_HISTORIES,  
R\_C\_FAMILY\_ECONOMIC\_UNITS, R\_C\_ECONOMIC\_UNIT\_MEMBERS,  
R\_C\_WOMAN\_MEDICALS, R\_S\_CLIENT\_ARCHIVES.

Ins\_cli.sql selects client records if any client records meet the following criteria:

If date\_created, date\_modified for C\_CLIENTS is not null and >=66 months prior to current SYSDATE then the script writes the following archive tables from AIM Certification tables:

R\_C\_CLIENTS POPULATED FROM C\_CLIENTS  
R\_C\_BLOODWORK\_DATA POPULATED FROM C\_BLOODWORK\_DATA  
R\_C\_B\_N\_HEALTHS POPULATED FROM C\_B\_N\_HEALTHS  
R\_C\_B\_N\_HH\_REASONS\_BFENDS POPULATED FROM C\_B\_N\_HH\_REASONS\_BFENDS  
R\_C\_CERTIFICATIONS POPULATED FROM C\_CERTIFICATIONS  
R\_C\_CERT\_PEER\_COUNSELS POPULATED FROM C\_CERT\_PEER\_COUNSELS  
R\_C\_CERT\_TERM\_REASONS POPULATED FROM C\_CERT\_TERM\_REASONS  
R\_C\_CLIENT\_COMMUNICATIONS POPULATED FROM C\_CLIENT\_COMMUNICATIONS  
R\_C\_CLIENT\_GOALS POPULATED FROM C\_CLIENT\_GOALS  
R\_C\_CLIENT\_NE\_TOPICS POPULATED FROM C\_CLIENT\_NE\_TOPICS  
R\_C\_CLIENT\_NOTES POPULATED FROM C\_CLIENT\_NOTES  
R\_C\_CLIENT\_PROGS POPULATED FROM C\_CLIENT\_PROGS  
R\_C\_CLIENT\_REFERRALS POPULATED FROM C\_CLIENT\_REFERRALS  
R\_C\_CLIENT\_SERVICES POPULATED FROM C\_CLIENT\_SERVICES  
R\_C\_CLIENT\_SVC\_NE\_MATERIALS POPULATED FROM C\_CLIENT\_SVC\_NE\_MATERIALS  
R\_C\_CONTACTS POPULATED FROM C\_CONTACTS  
R\_C\_DIETARY\_ASSESSMENTS POPULATED FROM C\_DIETARY\_ASSESSMENTS  
R\_C\_DIET\_NUTRIENTS POPULATED FROM C\_DIET\_NUTRIENTS  
R\_C\_ECONOMIC\_UNIT\_MEMBERS POPULATED FROM C\_ECONOMIC\_UNIT\_MEMBERS  
R\_C\_FAMILY\_ECONOMIC\_UNITS POPULATED FROM C\_FAMILY\_ECONOMIC\_UNITS  
R\_C\_FAMILY\_PHONES POPULATED FROM C\_FAMILY\_PHONES  
R\_C\_FAM\_REFERRALS POPULATED FROM C\_FAM\_REFERRALS  
R\_C\_FEU\_COMMUNICATIONS POPULATED FROM C\_FEU\_COMMUNICATIONS  
R\_C\_FOOD\_PACK\_SCRIPTS POPULATED FROM C\_FOOD\_PACKAGE\_PRESCRIPTIONS  
R\_C\_HEALTH\_RISK\_FACTORS POPULATED FROM C\_HEALTH\_RISK\_FACTORS  
R\_C\_IMMUNIZATIONS POPULATED FROM C\_IMMUNIZATIONS  
R\_C\_INCOMES POPULATED FROM C\_INCOMES  
R\_C\_INCOME\_HISTORIES POPULATED FROM C\_INCOME\_HISTORIES  
R\_C\_INFANT\_CHILD\_MEDICALS POPULATED FROM C\_INFANT\_CHILD\_MEDICALS  
R\_C\_INFANT\_DATA POPULATED FROM C\_INFANT\_DATA  
R\_C\_I\_C\_HEALTHS POPULATED FROM C\_I\_C\_HEALTHS  
R\_C\_I\_C\_HH\_REASONS\_BFENDS POPULATED FROM C\_I\_C\_HH\_REASONS\_BFENDS  
R\_C\_PEER\_RBFENDS POPULATED FROM C\_PEER\_RBFENDS  
R\_C\_P\_COUNS\_NOTES POPULATED FROM C\_P\_COUNS\_NOTES  
R\_C\_P\_HEALTHS POPULATED FROM C\_P\_HEALTHS



R\_C\_RESOLUTIONS POPULATED FROM C\_RESOLUTIONS

R\_C\_TRANSFER\_HISTORIES POPULATED FROM C\_TRANSFER\_HISTORIES

R\_C\_WOMAN\_MEDICALS POPULATED FROM C\_WOMAN\_MEDICALS

The system exports all of the above to Target\_cli\_file( a variable reference for a dump file named arch\_cli.dmp) while writing C\_CLIENT\_ID, ARCHIVE\_DATE, LAST\_NAME, DATE\_CREATED, CREATED\_BY, FIRST\_NAME, MI1, MI2, ARCHIVE\_FLAG (set to Y), LOCAL\_AGENCY, CLINIC to S\_CLIENT\_ARCHIVES. S\_CLIENT\_ARCHIVES is what is searched for client retrieval.

Next the system executes archive\_vendors.sql. This script then calls trunc\_ven.sql and ins\_ven.sql.

Trunc\_ven.sql deletes all the records from the following tables:

R\_V\_VENDORS;

R\_V\_ACCOUNTS;

R\_V\_ACTIVITY\_FINDINGS;

R\_V\_APPEALS;

R\_V\_AUTHORIZATIONS;

R\_V\_AUTH\_MILESTONES;

R\_V\_COMMUNICATIONS;

R\_V\_COMPLAINTS;

R\_V\_COMPLIANCE\_CASES;

R\_V\_DENIAL\_REASONS;

R\_V\_EDUCATIONS;

R\_V\_FI\_PRICES;

R\_V\_HOURS\_OF\_OPERATIONS;

R\_V\_LAS;

R\_V\_MON\_ACTIVITIES;

R\_V\_OVERALL\_RANKS;

R\_V\_OWNERS;

R\_V\_OWNER\_PHONES;

R\_V\_PAYMENT\_SCHEDULES;

R\_V\_PRICES;

R\_V\_SANCTIONS;

R\_V\_SURVEYS;

R\_V\_VENDOR\_FSPTS;

R\_V\_VENDOR\_HEALTHS;

R\_V\_VENDOR\_PHONES;

R\_V\_VENDOR\_WHOLESALEERS;

R\_V\_VEN\_WS\_FOOD\_GROUPS;

R\_S\_VENDOR\_ARCHIVES;

Ins\_ven.sql selects records if any vendor records meet the following criteria:

If date\_created, date\_modified is not null and >=999 months then the script writes the following archive tables from AIM Vendor tables:

R\_V\_VENDORS POPULATED FROM V\_VENDORS

R\_V\_ACCOUNTS POPULATE FROM V\_ACCOUNTS

R\_V\_ACTIVITY\_FINDINGS POPULATE FROM V\_ACTIVITY\_FINDINGS

R\_V\_APPEALS POPULATED FROM V\_APPEALS

R\_V\_AUTHORIZATIONS POPULATED FROM V\_AUTHORIZATIONS

R\_V\_AUTH\_MILESTONES POPULATED FROM V\_AUTHORIZATION\_MILESTONES

R\_V\_COMMUNICATIONS POPULATED FROM V\_COMMUNICATIONS

R\_V\_COMPLAINTS POPULATED FROM V\_COMPLAINTS

R\_V\_COMPLIANCE\_CASES POPULATED FROM V\_COMPLIANCE\_CASES

R\_V\_DENIAL\_REASONS POPULATED FROM V\_DENIAL\_REASONS  
R\_V\_EDUCATIONS POPULATED FROM V\_EDUCATIONS  
R\_V\_FI\_PRICES POPULATED FROM V\_FI\_PRICES  
R\_V\_HOURS\_OF\_OPERATIONS POPULATED FROM V\_HOURS\_OF\_OPERATIONS  
R\_V\_LAS POPULATED FROM V\_LAS  
R\_V\_MON\_ACTIVITIES POPULATED FROM V\_MON\_ACTIVITIES  
R\_V\_OVERALL\_RANKS POPULATED FROM V\_OVERALL\_RANKS  
R\_V\_OWNERS POPULATED FROM V\_OWNERS  
R\_V\_OWNER\_PHONES POPULATED FROM V\_OWNER\_PHONES  
R\_V\_PAYMENT\_SCHEDULES POPULATED FROM V\_PAYMENT\_SCHEDULES  
R\_V\_PRICES POPULATED FROM V\_PRICES  
R\_V\_SANCTIONS POPULATED FROM V\_SANCTIONS  
R\_V\_SURVEYS POPULATED FROM V\_SURVEYS  
R\_V\_VENDOR\_FSPS POPULATED FROM V\_VENDOR\_FSPS  
R\_V\_VENDOR\_HEALTHS POPULATED FROM V\_VENDOR\_HEALTHS  
R\_V\_VENDOR\_PHONES POPULATED FROM V\_VENDOR\_PHONES  
R\_V\_VENDOR\_WHOLESALEERS POPULATED FROM V\_VENDOR\_WHOLESALEERS  
R\_V\_VEN\_WS\_FOOD\_GROUPS POPULATED FROM V\_VEN\_WS\_FOOD\_GROUPS

The system exports all of the above to target\_ven\_file while writing ARCHIVE\_DATE, VENDOR\_ID, VENDOR\_NAME, DATE\_CREATED, CREATED\_BY, ARCHIVE\_FLAG, LOCAL\_AGENCY, CLINIC to S\_VENDOR\_ARCHIVES. S\_VENDOR\_ARCHIVES is what is searched for vendor retrieval.

When archiving is performed, a list of the clients archived is produced and needs to be stored with the tape. When a client needs to be restored, they must use these lists to find the correct tape to restore from. On the retrieval screen, they will see a list of all the clients that have been archived regardless of what tape they have been stored on. The user can then select the client they want and the process will find it on the tape inserted in the machine.

**Cancel** - This button exits the screen without performing the archive process.: Perform Archive Retrieval

#### **Section 6 - 1.1.4.1 : Archive Retrieval**

*Form: ss\_archive\_retrieval*

*Fields*

**Vendor ID** - S\_VENDOR\_ARCHIVES.ID

Code table column S\_VENDOR\_ARCHIVES.ID

Lov : V\_VENDOR\_ARCHIVES. Lov is used for validation

This field is optional.

**Vendor Name** - S\_VENDOR\_ARCHIVES.VENDOR\_NAME

Code table column S\_VENDOR\_ARCHIVES.VENDOR\_NAME

Lov : V\_VENDOR\_ARCHIVES. Lov is used for validation.

This field is optional.

**Client ID** - S\_CLIENT\_ARCHIVES.ID

Code table column S\_CLIENT\_ARCHIVES.ID

Lov : S\_CLIENT\_ARCHIVES. Lov is used for validation.

This field is optional.

**Last Name - S\_CLIENT\_ARCHIVES.LAST\_NAME**

Code table column S\_CLIENT\_ARCHIVES.LAST\_NAME

Lov: S\_CLIENT\_ARCHIVES. Lov is used for validation.

This field is optional.

**First Name - S\_CLIENT\_ARCHIVES.FIRST\_NAME**

Code table column S\_CLIENT\_ARCHIVES.FIRST\_NAME

Lov: S\_CLIENT\_ARCHIVES. Lov is used for validation.

This field is optional.

**Local Agency - S\_CLIENT\_ARCHIVES.OU\_NAME where OU\_TYPE = "LOCALAGY"**

Code table column S\_CLIENT\_ARCHIVES.OU\_NAME

Lov : S\_CLIENT\_ARCHIVES. Lov is used for validation.

This field is optional.

**Clinic - S\_CLIENT\_ARCHIVES.OU\_NAME where OU\_TYPE = "CLINIC"**

Code table column S\_CLIENT\_ARCHIVES.OU\_NAME

Lov: S\_CLIENT\_ARCHIVES. Lov is used for validation.

This field is optional.

**Vendor Name -S\_VENDOR\_ARCHIVES.VENDOR\_NAME where S\_VENDOR\_ARCHIVES.ARCHIVE\_FLAG = 'N'**

This field is display only.

**Vendor Code - S\_VENDOR\_ARCHIVES.VENDOR\_ID where S\_VENDOR\_ARCHIVES.ARCHIVE\_FLAG = 'N'**

This field is display only.

**Archive Date - S\_VENDOR\_ARCHIVES.ARCHIVE\_DATE where S\_VENDOR\_ARCHIVES.ARCHIVE\_FLAG = 'N'**

This field is display only.

**Last Name - S\_CLIENT\_ARCHIVES.LAST\_NAME where S\_CLIENT\_ARCHIVES.ARCHIVE\_FLAG = 'N'**

This field is display only.

**First Name - S\_CLIENT\_ARCHIVES.FIRST\_NAME where S\_CLIENT\_ARCHIVES.ARCHIVE\_FLAG = 'N'**

This field is display only.

**MI1 - S\_CLIENT\_ARCHIVES.MI1 where S\_CLIENT\_ARCHIVES.ARCHIVE\_FLAG = 'N'**

This field is display only.

**MI2 - S\_CLIENT\_ARCHIVES.MI2 where S\_CLIENT\_ARCHIVES.ARCHIVE\_FLAG = 'N'**

This field is display only.

**Client ID - S\_CLIENT\_ARCHIVES.CLIENT\_ID where S\_CLIENT\_ARCHIVES.ARCHIVE\_FLAG = 'N'**

This field is display only.

**Archive Date - S\_CLIENT\_ARCHIVES.ARCHIVE\_DATE where S\_CLIENT\_ARCHIVES.ARCHIVE\_FLAG = 'N'**

This field is display only.

**Check Boxes**

**Select (Vendor)- S\_VENDOR\_ARCHIVES. ARCHIVE\_FLAG**

**Select (Participant )- S\_CLIENT\_ARCHIVES.ARCHIVE\_FLAG**

These check boxes change the flag from "N" to "R" when the user selects them, so the system knows to retrieve the selected participant or vendor records that the user requests.

*Background Process(es):*

**Proceed-** Click this button to initiate the archive retrieval. The system then verifies if any records returned by the query have a checked select flag in the Select(Vendor) field then verifies the existence of a checked select flag in the Select(Participant) field. When the system verifies that one or both are checked the following message is initiated:

The message 'Load the tape' appears; then the system deletes the contents of the directory where the export files will be created through the use of an NT Delete:

```
del_cmd := ENV('WIC_EOD')||'\clean_arch.bat '||ENV('ARCH_PATH');  
HOST(del_cmd);
```

The NT Backup command for the restore is invoked:

```
backup_cmd := 'NTBACKUP';  
HOST(backup_cmd);
```

(This statement is backing up the information to tape)

The System retrieves Clients if they have been selected for retrieval:

The system displays a message indicating that the system is retrieving Clients. The system then executes the pre\_trunc\_cli.sql script. The pre\_trunc\_cli.sql script calls the trunc\_cli.sql script which deletes records in the following tables:

R\_C\_CLIENTS, R\_C\_BLOODWORK\_DATA, R\_C\_B\_N\_HEALTHS,  
R\_C\_B\_N\_HH\_REASONS\_BFENDS, R\_C\_CERTIFICATIONS, R\_C\_CERT\_PEER\_COUNSELS,  
R\_C\_CERT\_TERM\_REASONS, R\_C\_CLIENT\_COMMUNICATIONS, R\_C\_CLIENT\_GOALS,  
R\_C\_CLIENT\_NE\_TOPICS, R\_C\_CLIENT\_NOTES, R\_C\_CLIENT\_PROGS,  
R\_C\_CLIENT\_REFERRALS, R\_C\_CLIENT\_SERVICE R\_C\_CLIENT\_SVC\_NE\_MATERIALS,  
R\_C\_CONTACTS, R\_C\_DIETARY\_ASSESSMENTS, R\_C\_DIET\_NUTRIENTS,  
R\_C\_FAMILY\_PHONES, R\_C\_FAM\_REFERRALS, R\_C\_FEU\_COMMUNICATIONS,  
R\_C\_FOOD\_PACK\_SCRIPTS, R\_C\_HEALTH\_RISK\_FACTORS, R\_C\_IMMUNIZATIONS,  
R\_C\_INCOMES, R\_C\_INCOME\_HISTORIES, R\_C\_INFANT\_CHILD\_MEDICALS,  
R\_C\_INFANT\_DATA, R\_C\_I\_C\_HEALTH, R\_C\_I\_C\_HH\_REASONS\_BFENDS,  
R\_C\_PEEF\_RBFENDS, R\_C\_P\_COUNS\_NOTES, R\_C\_P\_HEALTHS, R\_C\_RESOLUTIONS,  
R\_C\_TRANSFER\_HISTORIES, R\_C\_FAMILY\_ECONOMIC\_UNITS,  
R\_C\_ECONOMIC\_UNIT\_MEMBERS, R\_C\_WOMAN\_MEDICALS, R\_S\_CLIENT\_ARCHIVES.

The system then imports the target\_cli\_file. If the S\_CLIENT\_ARCHIVES.ARCHIVE\_FLAG field = 'R' for a record selected, then the system searches the target\_cli\_file(a variable reference for a dump file named arch\_cli.dmp) for the C\_CLIENTS.CLIENT\_ID matching the one in the S\_CLIENT\_ARCHIVES.CLIENT\_ID field. When the system locates it, it inserts all the client certification information from above back into the AIM system Certification tables.

The System retrieves Vendors if they have been selected for retrieval:

The system displays a message indicating that the system is retrieving Vendors. The system then executes the pre\_trunc\_ven.sql script. The pre\_trunc\_ven.sql script calls the trunc\_ven.sql script which deletes records in the following tables:

R\_V\_VENDORS  
R\_V\_ACCOUNTS  
R\_V\_ACTIVITY\_FINDINGS  
R\_V\_APPEALS  
R\_V\_AUTHORIZATIONS  
R\_V\_AUTH\_MILESTONES

R\_V\_COMMUNICATIONS  
R\_V\_COMPLAINTS  
R\_V\_COMPLIANCE\_CASES  
R\_V\_DENIAL\_REASONS  
R\_V\_EDUCATIONS  
R\_V\_FI\_PRICES  
R\_V\_HOURS\_OF\_OPERATIONS  
R\_V\_LAS  
R\_V\_MON\_ACTIVITIES  
R\_V\_OVERALL\_RANKS  
R\_V\_OWNERS  
R\_V\_OWNER\_PHONES  
R\_V\_PAYMENT\_SCHEDULES  
R\_V\_PRICES  
R\_V\_SANCTIONS  
R\_V\_SURVEYS  
R\_V\_VENDOR\_FSPS  
R\_V\_VENDOR\_HEALTHS  
R\_V\_VENDOR\_PHONES  
R\_V\_VENDOR\_WHOLESALEERS  
R\_V\_VEN\_WS\_FOOD\_GROUPS

The system then imports the target\_cli\_file. If the S\_VENDORS\_ARCHIVE.ARCHIVE\_FLAG field = 'R' for a record selected, then the system searches the target\_cli\_file for the C\_VENDORS.VENDOR\_ID matching the one in the S\_VENDOR\_ARCHIVE.VENDOR\_ID. field. When the system locates it, it inserts all the VENDOR related information from above back into the AIM system VENDOR tables.

**Cancel-** This button exits the screen without performing the archive retrieval process.

## System Administration

### Section 6 - 1.1.5 : Update Security

#### Section 6 - 1.1.5.1 : Security

*Form: ss\_security*

*Fields*

**User ID** - S\_WIC\_USERS.USER\_ID.

This field is mandatory.

**Password** - S\_WIC\_USERS.PASSWORD.

This field is mandatory.

**Staff Name** - O\_STAFF\_MEMBERS.FIRST\_NAME

O\_STAFF\_MEMBERS.LAST\_NAME

O\_STAFF\_MEMBERS.MI1

O\_STAFF\_MEMBERS.MI2

O\_STAFF\_MEMBERS.STAFF\_MEMBER\_ID

Code table column of O\_STAFF\_MEMBERS.STAFF\_MEMBER\_ID

Lov: O\_STAFF\_MEMBERS Lov used for validation

This field is mandatory.

**Password Expires** -S\_WIC\_USERS.PASSWORD\_EXP\_DATE defaults to SYSDATE + 45

This field is mandatory.

**Comment** - S\_WIC\_USERS.NOTE

This field is optional.

**Role** - S\_USER\_ROLES.SR\_ROLE\_ID

code table value S\_ROLES.ROLE\_ID

Descripton is S\_ROLES.DESCRPTION

Lov: S\_ROLES

This field is mandatory.

*Check Box(es)*

**Time Study Supervisor** - S\_WIC\_USER.TIME\_STUDY\_SUPERVISOR - Flag that gives permission to a user to access Time Study log information.

*Push Buttons*

**Agency/Clinic** - Pushing this button invokes the Security-Agency pop-up.

**Default Roles** - Pushing this button invokes the Granted Roles pop-up.

*Background Process(es):*

The system encrypts the password entered by the system administrator, displaying only asterisks.

#### Section 6 - 1.1.5.2 : Security-Password Verification pop-up

*Fields*

**Password Verification** - This screen field is validated against S\_WIC\_USERS.PASSWORD entered on the security screen.

This field is mandatory.

*Background Process(es):*

The system automatically prompts the user with a popup requiring the user to re-enter the chosen password. The system matches the re-entered password to the chosen password for consistency. See the field definition above.

**Section 6 - 1.1.5.3 : Security-Agency pop-up***Fields***Code** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE.

This field is mandatory.

Lov: O\_ORGANIZATIONAL\_UNITS.

**Name** - O\_ORGANIZATIONAL\_UNITS.ORG\_NAME.

This field is display only.

*Background Process(es):*

The system verifies S\_USER\_AGENCY.OU\_SEQ\_ID = O\_ORGANIZATIONAL\_UNITS.SEQ\_ID for the organizational unit entered by the user. If S\_USER\_AGENCY.OU\_SEQ\_ID does not equal O\_ORGANIZATIONAL\_UNITS.SEQ\_ID, an LOV drops down for the user to make the correct choice.

The agency of the user adding the new user is not displayed because the system limits the agency LOV selections based upon the users logon Agency. See Introduction section.

**Section 6 - 1.1.5.4 : Security-Granted Roles prompt***Fields*

None

*Background Process(es):*

The system triggers this window to open when the Default Roles push button is clicked.

**Section 6 - 1.1.5.5 : Security-Granted Roles pop-up***Fields***Granted Role** - S\_USER\_ROLES.SR\_DESCRIPTION corresponding to the S\_WIC\_USERS.USER\_ID.

This field is mandatory.

*Check Box(es)*

**Default Role** - S\_ROLES.DEFAULT\_FLAG. A flag field which activates/deactivates the roles defined in the granted role fields.



*Background Process(es):*

The system automatically populates the Granted role field with the two default Oracle roles programmed into the database: Create\_Session and Developer as well as the roles assigned to the user in the S\_USER\_ROLES.SR\_DESCRIPTION field. The system automatically sets the S\_ROLES.DEFAULT\_FLAG to 'Y' for the default Oracle roles, which allows the user to enter the AIM application and work in it. The roles shown in the Granted role field have an S\_ROLES.DEFAULT\_FLAG default value of 'N' or inactive until the user clicks a check in the check box.

**Section 6 - 1.1.6 : System Logon****Section 6 - 1.1.6.1 : Arizona WIC - [Log On]**

*Form: az\_logon*

*Fields*

**User Name** - S\_WIC\_USERS.USER\_ID.

This field is mandatory.

**Password** - S\_WIC\_USERS.PASSWORD.

This field is mandatory.

**Database** - Select Central to connect to Central Operations Center or Select Local to connect to their Local Agency. This field is mandatory and defaults to Local. **See background process(es).**

**Agency** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE

Code table column O\_ORGANIZATIONAL\_UNITS.SEQ\_ID

Lov : O\_ORGANIZATIONAL\_UNITS

This field is mandatory. See Background Process(es).

**Clinic** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE

Code table column O\_ORGANIZATIONAL\_UNITS.SEQ\_ID

Lov : O\_ORGANIZATIONAL\_UNITS

This field is mandatory. See Background Process(es).

*Background Process(es):*

The system validates the entered username and password against the user IDs and passwords entered in the Security screen (System Administration) for the selected Agency.

The system runs a procedure which selects the S\_WIC\_USERS.PASSWORD\_EXP\_DATE

WHERE S\_WIC\_USER\_ID = the user ID entered on the logon screen.

The system verifies that the S\_WIC\_USERS.PASSWORD\_EXP\_DATE is greater than the SYSDATE.

If the password entered by the user on the screen does not equal the S\_WIC\_USERS.PASSWORD associated with the S\_WIC\_USERS.USER\_ID then the S\_ACCESSES.ACCESS\_TYPE is set to 'Unauthorized'.

If the S\_ACCESSES.ACCESS\_DATE is outside of the normal clinic hours determined from the A\_OPERATION\_HOURS table of Appointment Scheduler then the S\_ACCESSES.ACCESS\_TYPE is set to 'Unusual'. If the previous two processes are passed then the S\_ACCESSES.ACCESS\_TYPE is set to 'Normal'.

Based upon the user ID entered in this log screen, the AIM system will record the user ID and date of creation for all data in all databases and tables in the system. Updated records will have the user ID and date of change also recorded. The previously recorded user ID and date will be overwritten by the user ID of the last person updating the record. The system stores the information in each individual database entity (table) that is created or has a change made to it in the:

\*.DATE\_CREATED

\*.CREATED\_BY  
\*.DATED\_MODIFIED  
\*.MODIFIED\_BY

fields in each table where the \* is represented by the entity(table) name.

As an additional barrier against unauthorized access to the system, the AIM system will log the user out of any application screen he/she is in and return to the Arizona WIC - [Log On] window if the user doesn't perform any navigation or navigation through system screens for 10 minutes (This is the way the default will be set, this can be changed by the DBA). The system will run a procedure which verifies:

if a form is open in one of the modules and it is not the current form the user has selected then the system will delete the forms timer and perform an Oracle function:

CLOSE\_FORM(:global.\*) where \* represents each of the modules. Any forms open within any of those modules gets close and the user is returned to the Splash screen.

The system will not retain any entered information that hasn't been saved. If the application continues to remain inactive for 10 minutes, the system will completely close the AIM application. The system will run a procedure which verifies:

If the expiring timer is the main splash screen timer and if the inactive time is > 600 seconds then the system deletes the splash screen timer and exits the splash screen.

IF the expiring timer = main splash screen timer THEN

if inactive\_time > (600) then

delete\_timer

EXIT\_FORM(no\_validate);

The system performs an Oracle Exit Form function and exits the user from the AIM application.

The Az\_logon.ini allows the user to select from different databases with meaningful names. The user sees a name that they will recognize and the file contains a mapping to the tns.names file that will serve as a static LOV.

The Az\_logon.ini allows the user to select from different agencies with meaningful names. The user sees a name that they will recognize and the file contains a mapping to the tns.names file that will serve as a static LOV.

The Az\_logon.ini allows the user to select from different clinics with meaningful names. The user sees a name that they will recognize and the file contains a mapping to the tns.names file that will serve as a static LOV.

## **Section 6 - 1.1.6.2 : Arizona WIC - [Log On]-Change Password**

### *Fields*

**New Password - S\_WIC\_USERS.PASSWORD.**

This field is mandatory.

**Confirm Password - S\_WIC\_USERS.PASSWORD.**

This field is mandatory.

*Background Process(es):*

The system validates the entered confirmed password against the new password entered and stored in S\_WIC\_USER.PASSWORD. After clicking the OK button, the new password is saved with the corresponding user ID in the Security screen (System Administration).: Initiate End of Day Processing

**Section 6 - 1.1.7.1 : End of Day**

*Form: ss\_end\_of\_day*

*Background Process(es):*

The system shuts down the application database, then performs the activities detailed above. When these activities are complete, the system brings the database back up.

See End of Day Scripts and Processes Writeup Section for a detailed explanation of overview, inputs, selections, processes, and outputs of the End of Day process.

**Proceed-** Click on this button to initiate the End Of Day processing. The system determines if the user is logged into the Central or Local Agency. If Central, the system launches WIC\_EOD\ec1.bat. If it is not Central (in other words Agency), the system launches WIC\_EOD\ea1.bat.

**Cancel-** This button exits the screen without performing the End of Day process.: Producing a Participant Characteristics File

**Section 6 - 1.1.8.1 : Participants Characteristics Window***Fields*

**Month** - Queries against the month component of C\_CERTIFICATIONS.CERT\_START\_DATE or C\_CERTIFICATIONS.CERT\_END\_DATE

**Section 6 - 1.1.1.1: Participants Characteristics File***Fields*

**State Agency ID** - O\_ORGANIZATIONAL\_UNITS.FNS\_CODE for the Family's  
C\_FAMILY\_ECONOMIC\_UNITS.OU\_SEQ\_ID

This field is critical and is part of the record ID.

Value: characters 1-2 and 4-8 of the O\_ORGANIZATIONAL\_UNITS.FNS\_CODE

Varchar2(6)

**Local Agency or Service Site ID** - O\_LOCAL\_AGENCIES.ORG\_CODE

This field is critical and is part of the record ID.

Varchar2(3)

**Case ID** - C\_FAMILY\_ECONOMIC\_UNITS.FAMILY\_ID

This field is critical and is part of the record ID.

Varchar2(11)

**Date of Birth** - C\_CLIENTS.BIRTHDATE  
This field is critical and is part of the record ID.  
Format: MMDDCCYY  
Varchar2(8)

**Race/Ethnicity** - C\_ETHNIC\_GROUPS.PC\_VALUE where  
C\_ETHNIC\_GROUPS.ETHNIC\_GROUP\_CODE =  
C\_CLIENTS.CEG\_ETHNIC\_GROUP\_CODE  
This field is critical and is part of the record ID.  
Varchar2(1)

**Certification Category** - C\_CATEGORY.PC\_VALUE  
where C\_CATEGORY.CATEGORY\_CODE =  
C\_CLENT.CC\_CATEGORY\_CODE  
Varchar2(1)

**Expected Date of Delivery** - C\_CERTIFICATIONS.EXPECTED\_DELIVERY\_DATE  
Format: MMDDCCYY  
Varchar2(8)

**Weeks Gestation** - C\_WOMAN\_MEDICALS.WEEKS\_GESTATION  
Varchar2(2)

**Date of Certification** - C\_CERTIFICATIONS.CERT\_START\_DATE &  
C\_CERTIFICATIONS.CERT\_END\_DATE  
Two dates are required because certification records a start and end date.  
Format: MMDDCCYY  
Varchar2(8)

**Sex** - C\_CLIENTS.GENDER  
Values: "M" becomes "1"; "F" becomes "2"  
Varchar2(1)

**Priority Level** - C\_CERTIFICATIONS.CP2\_ID  
Varchar2(1)

**Participation in TANF or AFDC** - C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID  
for C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID = 'AFDC'  
This field is optional but if the field is left blank it represents no information.  
If TANF/AFCD is found, becomes "1"; otherwise, becomes "2"  
Varchar2(1)

**Participation in Food Stamps** - C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID  
for C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID = 'FSP'  
This field is optional but if the field is left blank it represents no information.  
If FSP is found, becomes "1"; otherwise, becomes "2"  
Varchar2(1)

**Participation in Medicaid** - C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID  
for C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID = 'MED'  
This field is optional but if the field is left blank it represents no information.  
If Medicaid is found, becomes "1"; otherwise, becomes "2"  
Varchar2(1)

**Migrant Status** - C\_FAMILY\_ECONOMIC\_UNITS.MIGRANT\_FLAG  
Values: "Y" becomes "1"; "N" becomes "2"; otherwise "9"  
Varchar2(1)

**Number in Family/Economic Unit** - C\_FAMILY\_ECONOMIC\_UNITS.FAMILY\_SIZE  
Varchar2(2)

**Family/Economic Unit Income** - C\_FAMILY\_ECONOMIC\_UNITS.INCOME  
Varchar2(5)

**Income Period - C\_INCOME\_SOURCES.INCOME\_SOURCE\_CODE**

Value: "2"

Varchar2(1)

**Income Ranges - C\_INCOME\_INTERVALS.INCOME\_INTERVAL\_CODE**

Values: income between 0 and 99.99 becomes "01",  
between 100 and 199.99 becomes "02",  
between 200 and 299.99 becomes "03",  
between 300 and 399.99 becomes "04",  
between 400 and 499.99 becomes "05",  
between 500 and 599.99 becomes "06",  
between 600 and 699.99 becomes "07",  
between 700 and 799.99 becomes "08",  
between 800 and 899.99 becomes "09",  
between 900 and 999.99 becomes "10",  
between 1000 and 1099.99 becomes "11",  
between 1100 and 1199.99 becomes "12",  
between 1200 and 1299.99 becomes "13",  
between 1300 and 1399.99 becomes "14",  
between 1400 and 1499.99 becomes "15",  
between 1500 and 1599.99 becomes "16",  
between 1600 and 1699.99 becomes "17",  
between 1700 and 1799.99 becomes "18",  
between 1800 and 1899.99 becomes "19",  
between 1900 and 1999.99 becomes "20",  
between 2000 and 2099.99 becomes "21",  
between 2100 and 2199.99 becomes "22",  
between 2200 and 2299.99 becomes "23",  
between 2300 and 2399.99 becomes "24",  
between 2400 and 2499.99 becomes "25",  
greater than 2500 becomes "26"

Varchar2(2)

**Nutritional Risk #1 - C\_HEALTH\_RISK\_FACTORS.CRF\_RISK\_FACTOR\_ID**

This query is dependent on an id# which uniquely identifies the type of risk.

Varchar2(4)

**Nutritional Risk #2 - C\_HEALTH\_RISK\_FACTORS.CRF\_RISK\_FACTOR\_ID**

If the Nutritional Risk #1 is found, a subsequent risk is sought for #2.

Varchar2(4)

**Nutritional Risk #3 - C\_HEALTH\_RISK\_FACTORS.CRF\_RISK\_FACTOR\_ID**

If the Nutritional Risk #2 is found, a subsequent risk is sought for #3.

Varchar2(4)

**Hemoglobin - C\_BLOODWORK\_DATAS.HEMOGLOBIN**

Varchar2(3)

**Hematocrit - C\_BLOODWORK\_DATAS.EMATOCRIT**

Varchar2(3)

**Participant's Weight in Pounds - C\_WOMAN\_MEDICALS.PREPREG\_WEIGHT**

Varchar2(3) This field is stored in ounces. It is converted to pounds by the following calculation: C\_WOMAN\_MEDICALS.PREPREG\_WEIGHT/16

**Nearest Quarter Pound of Participant's Weight - C\_WOMAN\_MEDICALS.PREPREG\_WEIGHT**

This value is converted from the participant's weight in pounds by the convert\_weight function.

**Calculation:** Trunc(Mod(C\_WOMAN\_MEDICALS.PREPREG\_WEIGHT / 16)) The trunc/mod section of the calculation eliminates the decimals.

Varchar2(1)

**Participant's Weight in Grams** - C\_WOMAN\_MEDICALS.PREPREG\_WEIGHT

This value is converted from the participant's weight in pounds.

Not calculated.

Varchar2(6)

**Participant's Height in Inches** - C\_MEDICAL\_DATA.HEIGHT

Varchar2(2) This field is stored in inches.

**Nearest Eighth of an Inch of Participant's Height** - C\_MEDICAL\_DATA.HEIGHT

This value is converted from the participant's height in inches by the convert\_height function.

**Calculation:** Trunc(Mod(C\_MEDICAL\_DATA.HEIGHT / 8))

The trunc/mod section of the calculation returns one character.

Varchar2(1)

**Participant's Height in Centimeters** - C\_MEDICAL\_DATA.HEIGHT

This value is converted from the participant's height in inches.

Not calculated.

Varchar2(4)

**Date of Height and Weight Measure** - C\_MEDICAL\_DATA.MEDICAL\_DATA\_DATE

Format: MMDDCCYY

Varchar2(8)

**Currently Breastfed** - C\_HEALTH\_HISTORIES.BREASTFEEDING\_CURRENTLY\_FLAG

Values: "Y" becomes "1"; "N" becomes "2"; otherwise "9"

Varchar2(1)

**Ever Breastfed** - C\_HEALTH\_HISTORIES.EVER\_BREASTFED\_FLAG

Values: "Y" becomes "1"; "N" becomes "2"; otherwise "9"

Varchar2(1)

**Length of Time Breastfed** - C\_HEALTH\_HISTORIES.BF\_DURATION

Varchar2(2)

**Date Breastfeeding Data Collected** - C\_HEALTH\_HISTORIES.DATE\_CREATED

Format: MMDDCCYY

Varchar2(8)

**Food Package Code #1** - I\_FOOD\_PACKAGES.FOOD\_PACKAGE\_ID

This display will be the result of a unique, user entered package ID#. Each food package contains its own package ID#. The Food Package Code is pulled by date (most recent effective in descending order).

Varchar2(10)

**Food Package Code #2** - I\_FOOD\_PACKAGES.FOOD\_PACKAGE\_ID

This display will be the result of a unique, user entered package ID#. Each food package contains its own package ID#.

Varchar2(10)

**Food Package Code #3** - I\_FOOD\_PACKAGES.FOOD\_PACKAGE\_ID

This display will be the result of a unique, user entered package ID#. Each food package contains its own package ID#.

Varchar2(10)

**Food Package Code #4** - I\_FOOD\_PACKAGES.FOOD\_PACKAGE\_ID

This display will be the result of a unique, user entered package ID#. Each food package contains its own package ID#.

Varchar2(10)

**Food Package Code #5** - I\_FOOD\_PACKAGES.FOOD\_PACKAGE\_ID

This display will be the result of a unique, user entered package ID#. Each food package contains its own package ID#.

Varchar2(10)

**Food Package Code #6 - I\_FOOD\_PACKAGES.FOOD\_PACKAGE\_ID**

This display will be the result of a unique, user entered package ID#. Each food package contains its own package ID#.

Varchar2(10)

**Food Package Code #7 - I\_FOOD\_PACKAGES.FOOD\_PACKAGE\_ID**

This display will be the result of a unique, user entered package ID#. Each food package contains its own package ID#.

Varchar2(10)

**Food Package Code #8 - I\_FOOD\_PACKAGES.FOOD\_PACKAGE\_ID**

This display will be the result of a unique, user entered package ID#. Each food package contains its own package ID#.

Varchar2(10)

**Food Package Code #9 - I\_FOOD\_PACKAGES.FOOD\_PACKAGE\_ID**

This display will be the result of a unique, user entered package ID#. Each food package contains its own package ID#.

Varchar2(10)

**Food Package Code #10 - I\_FOOD\_PACKAGES.FOOD\_PACKAGE\_ID**

This display will be the result of a unique, user entered package ID#. Each food package contains its own package ID#.

Varchar2(10)

**Date of First WIC Certification - C\_CERTIFICATIONS.CERT\_START\_DATE**

This is queried in ascending order by CERT\_START\_DATE.

Format: MMDDCCYY

Varchar2(8)

**Education Level - C\_EDUCATION\_LEVELS.EDUCATION\_CODE**

Varchar2(2)

**Number in Household in WIC** - This is a count function from the C\_CLIENTS table where the fields C\_CLIENTS.CLIENT\_ID = C\_FEU.FAMILY\_ID and certification records exist for these ID#s.

Varchar2(2)

**Source of Prenatal Care -**

C\_SOURCES\_HEALTH\_CARE.HEALTH\_CARE\_SOURCE\_CODE

Varchar2(1)

**Date Prenatal Care Began - C\_W\_HEALTHS.PRENATAL\_CARE\_BEGIN\_DATE**

Format: MMDDCCYY

Varchar2(8)

**Date Previous Pregnancy Ended - C\_W\_HEALTHS.DATE\_LAST\_PREG\_ENDED**

Format: MMDDCCYY

Varchar2(8)

**Total Number of Pregnancies - C\_W\_HEALTHS.NUMBER\_OF\_PREV\_PREG**

Varchar2(2)

**Total Number of Live Births - C\_W\_HEALTHS.NUMBER\_OF\_PREV\_LIVE\_BIRTHS**

Varchar2(2)

**Pregnancy Weight in Pounds - C\_WOMAN\_MEDICALS.DELIVERY\_WEIGHT**

This field is stored in ounces. This field is converted to pounds by the following calculation: C\_WOMAN\_MEDICALS.DELIVERY\_WEIGHT/16

Varchar2(3)

**Nearest Quarter Pound of Participant's Pregnancy Weight-**

C\_WOMAN\_MEDICALS.DELIVERY\_WEIGHT



This value is converted from the participant's weight in pounds by the convert\_weight function.

**Calculation:** Trunc(Mod(C\_WOMAN\_MEDICALS.DELIVERY\_WEIGHT / 16)) The trunc/mod section of the calculation eliminates the decimals.

Varchar2(1)

**Participant's Prepregnancy Weight in Grams -**  
C\_WOMAN\_MEDICALS.DELIVERY\_WEIGHT

This value is converted from the participant's weight in pounds.

Not calculated.

Varchar2(6)

**Weight Gain During Pregnancy in Pounds -** C\_WOMAN\_MEDICALS.WEIGHT\_GAIN

This field is stored in ounces. This field is converted to pounds with the following calculation: C\_WOMAN\_MEDICALS.WEIGHT\_GAIN/16

Varchar2(2)

**Nearest Quarter Pound of Participant's Weight Gain During Pregnancy -**

C\_WOMAN\_MEDICALS.WEIGHT\_GAIN

This value is converted from the participant's weight in pounds by the convert\_weight function.

**Calculation:** Trunc(Mod(C\_WOMAN\_MEDICALS.WEIGHT\_GAIN / 16)) The trunc/mod section of the calculation eliminates the decimals.

Varchar2(1)

**Participant's Weight Gain During Pregnancy in Grams -**

C\_WOMAN\_MEDICALS.WEIGHT\_GAIN

This value is converted from the participant's weight in pounds.

Not calculated.

Varchar2(5)

**Baby's Birth Weight in Pounds -** C\_INFANT\_DATAS.BIRTH\_WEIGHT

Varchar2(2)

**Ounces of Birth Weight -** C\_INFANT\_DATAS.BIRTH\_WEIGHT

This value is converted from the baby's weight in pounds.

Varchar2(2)

**Baby's Birth Weight in Grams -** C\_INFANT\_DATAS.BIRTH\_WEIGHT

This value is converted from the baby's weight in pounds.

Not calculated.

Varchar2(4)

**Baby's Length at Birth in Inches -** C\_INFANT\_DATAS.BIRTH\_LENGTH

Varchar2(2)

**Nearest Eighth of an Inch of Baby's Length at Birth -**

C\_INFANT\_DATAS.BIRTH\_LENGTH

This value is converted from the participant's height in inches by the convert\_height function.

**Calculation:** C\_INFANT\_DATAS.DB\_HEIGHT / 8 The trunc/mod section of the calculation truncates value to one character.

Varchar2(1)

**Baby's Length at Birth in Centimeters -** C\_INFANT\_DATAS.BIRTH\_LENGTH

This value is converted from the baby's length in inches.

Not calculated.

Varchar2(3)

**Date of Last Routine Check-up or Immunization -**

C\_INFANT\_CHILD\_HEALTH.DATE\_LAST\_CHECKUP \*\*\*Note: This information is not collected in the AIM system Health History Screens,

Varchar2(8)

**Length of Time Mother in WIC** - This value uses the following fields,

C\_CERTIFICATIONS.CERT\_START  
\_DATE,

C\_CERTIFICATIONS.CERT\_END\_DATE and

C\_CERTIFICATIONS.TERMINATION\_DATE with the  
C\_CERTIFICATIONS table.

*Calculation:* If there is no C\_CERTIFICATIONS.TERMINATION\_DATE then total  
days in WIC = C\_CERTIFICATIONS.CERT\_END\_DATE - the  
C\_CERTIFICATIONS.CERT\_START\_DATE in days.

If there is no C\_CERTIFICATIONS.TERMINATION\_DATE AND If the  
C\_CERTIFICATIONS.CERT\_END\_DATE is > SYSDATE then total days in  
WIC = SYSDATE -

C\_CERTIFICATIONS.CERT\_START\_DATE in days

If there is a value in the

C\_CERTIFICATIONS.TERMINATION\_DATE then the total days in WIC =  
C\_CERTIFICATIONS.TERMINATION DATE -

C\_CERTIFICATIONS.CERT\_START\_DATE in days

Varchar2(2)

**Erythrocyte Protoporphyrin Test Results** - This field will be populated with a value of '99.9' for  
unknown is since Arizona will not capture this data.

Varchar2(3)

**Participation in the Food Distribution on Indian Reservation Program** -

C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID

This display will be the result of a unique, user entered program ID#. Each program  
contains its own program ID#. The values for this field are 1 = yes and 2 = no.

Varchar2(1)

**\*Note: If the there is no table for a given field, the system will put a null value in the field. The null  
value used by AIM for each field is the value accepted by PC98, which is detailed in each field. If  
not there is no detail include for a null value, AIM will inserts the appropriate number of blank  
spaces.**

#### *Background Process(es):*

When the user clicks the **Proceed** push button system runs sql scripts to extract the necessary participant  
data from system tables and writes this information to a single ASCII file stored on a predetermined  
server directory. This File Format for the ASCII file is a composite of the fields coded above. The  
system verifies the following:

If the month field is blank then the system alerts the user to enter a month. If the month the user enters  
is not valid ('JAN', 'FEB', .....)) then the system alerts the user that s/he has entered an invalid month.

If these statements aren't true and the proper information is entered the system initiates: run\_pc98

The **Cancel** button exits the screen without creating the participant characteristics file. : Producing a  
CDC Pregnancy Nutrition Surveillance File

#### **Section 6 - 1.1.9.1 : CDC Pregnancy**

*Form: ss\_cdc\_pregnancy*

*Fields*

**Filename** - Name of the electronic file to be created.

This field is optional.

**From/Thru** - Queries against C\_CERTIFICATIONS.CERT\_START\_DATE and  
C\_CERTIFICATIONS.CERT\_END\_DATE

These fields are mandatory.

**Section 6 - 1.1.9.2 : CDC Pregnancy File***Fields***State - O\_STATE\_AGENCIES.ORG\_CODE**

This field is critical and records are rejected if values are not acceptable.

Set to "AZ". (Was set to "HI" for Hawaii.)

Varchar2(2)

**Sub-State** - The # 8 is almost always coded here unless otherwise specified by CDC's processing programs and this field is used with the state field as a single variable.

Set to "8".

Varchar2(1).

**County - S\_COUNTIES.CDC\_COUNTY\_CODE For**

S\_GEO\_LOCATIONS.SC4\_COUNTY\_CODE For

S\_GEO\_LOCATIONS.GEO\_LOCATION\_ID For THE PARTICIPANT'S

O\_ORGANIZATIONAL\_UNITS

This field is used to produced yearly statistics for counties and the codes are provided by state agencies.

Set to the county code from S\_GEO\_LOCATIONS.COUNTY\_CODE, left-padded with zeroes.

Varchar2(3)

**Clinic - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE**

This field is critical and is part of the record ID.

Varchar2(2)

**Reason for Attending - A\_ATTEND\_STATUSES.ATTEND\_STATUS\_CODE**

This field is critical and is part of the record ID. This field should not be left blank. If the reason is unknown, the user will enter '9'

Varchar2(1)

**Initial Visit Date - C\_W\_HEALTHS.HEALTH\_HISTORY\_DATE**

Select Certification Start Date from the Certification and C\_Categories tables where the Certification Client ID = the Client ID and the Actual Delivery Date is between the expected delivery date + 28 days -140 day(calculation is for premature birth) and expected delivery date + 28 days(if the birth is past the expected date) and the certification start date <= post start date and the certification category code = category code and the category cdn value is = to 1 ordered by Certification start date in ascending order. This field is critical. Records are rejected if values for this field are not acceptable.

Format: YYYYMMDD

Varchar2(8)

**Women's Date of Birth - C\_CLIENTS.BIRTH\_DATE**

This field is critical, and if participant cannot recall DOB, then it can be obtained by taking her age and calculating the year using the present date.

Format: YYYYMMDD

Varchar2(8)

**Ethnic Code - C\_ETHNIC\_GROUPS.CDCN\_VALUE**

where C\_ETHNIC\_GROUPS.ETHNIC\_GROUP\_CODE =

C\_CLIENTS.CEG\_ETHNIC\_GROUP\_CODE

This field is critical and is part of the record ID. This field should be coded with acceptable codes based on old and new federal requirements.

Varchar2(2)

**Numeric ID-Women - C\_CLIENTS.CLIENT\_ID**

This field is critical, and if left blank, the record will not be used in the production of annual tables.

The left-most eleven characters are the C\_CLIENTS.CLIENT\_ID, padded on the left with zeroes. The right-most four characters are blank.

Varchar2(15)

**Infant Seq. Number - C\_INFANT\_DATA.INFANT\_SEQUENCE**

This field is not critical, but leaving the field blank will represent no postpartum visit.

Varchar2(1)

**Alpha ID-Woman - C\_CLIENTS.FIRST\_NAME & C\_CLIENTS.LAST\_NAME**

This field is optional if the Women's Numeric ID is recorded. If not, this field is critical and records are rejected if values are not acceptable.

The Numeric Id is recorded so this field is left blank.

Varchar2(30)

**Migrant Status -C\_FAMILY\_ECONOMIC\_UNITS.MIGRANT\_FLAG**

This field only has 3 options. Leaving this field blank signifies that the migrant status is unknown.

Values: "Y" becomes "1"; "N" becomes "0"; blank becomes "9"

Varchar2(1)

**Marital Status - C\_FAMILY\_ECONOMIC\_UNITS.MARITAL\_STATUSES\_CDCN\_VALUE**

where the C\_MARITAL\_STATUS\_CODE is equal to MARITAL\_STATUS\_CODE.

This field only has 3 options. Leaving this field blank signifies that the marital status is unknown.

Values: 0 becomes "0"; 1 becomes "1"; blank becomes "9"

Varchar2(1)

**Education - C\_EDUCATION\_LEVELS.EDUCATION\_CODE**

from

This field is optional.

Value is left-padded with zeroes.

Varchar2(2)

**Date of LMP - Calculate from C\_CERTIFICATIONS.EXPECTED\_DELIVERY\_DATE - 40 weeks.**

This field is critical if EDC is unknown. Otherwise this field is optional.

Value: MMDDCCYY

Varchar2(8)

**Expected Date (EDC) - C\_CERTIFICATIONS.EXPECTED\_DELIVERY\_DATE**

This field is critical is date of LMP is unknown. Otherwise this field is optional.

Format: MMDDCCYY

Varchar2(8)

**Date Enrolled WIC - C\_CERTIFICATIONS.CERT\_START\_DATE**

This date is for participant enrollment into WIC for the current pregnancy.

Format: MMDDCCYY

Varchar2(8)

**Previous Pregnancies - C\_W\_HEALTHS.NUMBER\_OF\_PREV\_PREG**

This field is optional. If left blank, represents the number is unknown.

Varchar2(2)

**Previous Live Births - C\_W\_HEALTHS.NUMBER\_OF\_PREV\_LIVE\_BIRTHS**

This field is optional. If left blank, represents the number is unknown.

Varchar2(2)

**Year/Month Last Pregnancy Ended - C\_W\_HEALTHS.DATE\_LAST\_PREG\_ENDED**

This field is optional. If left blank, represents the number is unknown. This is not for the current pregnancy.

Format: MMCCYY

Varchar2(6)

**Monthly Income (HH) - C\_INCOMES\_HISTORIES.INCOME\_AMOUNT**

This field is optional. If left blank, represents the number is unknown. The C\_INCOMES\_HISTORIES.INCOME\_AMOUNT is stored monthly. No calculation is required.

Varchar2(4)

**Household Size - C\_FAMILY\_ECONOMIC\_UNITS.FAMILY\_SIZE**

This field is optional. If left blank, represents the number is unknown. This doesn't count the results of the current pregnancy. If the check box = ' Y ' then ignore the number of fetus unborn.

Varchar2(2)

**Medical Care Began - Calculated from C\_W\_HEALTHS.PRENATAL\_CARE\_BEGAN\_DATE**

This field is coded according to month. i.e. If care began between 1-30 days the system would code '1'.

Values: 1-30 becomes "1"; 31-60 becomes "2"; 61-90 becomes "3"; 91-120 becomes "4"; 121-150 becomes "5"; 151-180 becomes "6"; 181-210 becomes "7"; > 210 becomes "8"; otherwise, becomes "9"

Varchar2(1).

**Completion Code - from C\_CATEGORIES.CDCN\_VALUE, from**

C\_TERM\_REASONS.TERMINATION\_CODE for the Client. This field is critical.  
Records are rejected if values for this field are not acceptable.

Values:

Category is translated: if C\_CATEGORIES.CDCN\_VALUE value of 1 becomes "P", 2 becomes "B", 3 becomes "N".

If category is "N", Completion Code = "7"

If category is "C": if woman has no births, Completion Code = "9", if woman has live births, Completion Code = "1", if a woman has non-live births, Completion Code = "4"

If category is "P": if the termination code is missing, Completion Code = "6", if termination code is "L" or "N", the Completion Code is "2", otherwise, Completion Code is "3"

If none of the above, Completion Code is "9"

Varchar2(1).

**Pre-pregnancy Weight Estimate - C\_WOMAN\_MEDICALS.PREPREG\_WEIGHT**

This field is optional. If left blank, represents the number is unknown.

Varchar2(3).

**Pos or Neg Weight Gain - C\_WOMAN\_MEDICALS.WEIGHT\_GAIN**

This field has three options: '+', '-' or if left blank, represents the number is unknown.

This field is combined with the total weight gain field to represent the absolute number of whole pounds.

Format: +/- 99; a number of "98" means an absolute value of more than 99.

If the weight change is null, the value becomes "999".

Varchar2(1). Sign.

Varchar2(2). Amount of change.

**Height of Woman Metric - C\_MEDICAL\_DATA.HEIGHT**

This field is critical if the field height of women English is left blank. It is recorded to the nearest tenth of a centimeter.

Not calculated.

Varchar2(4).

**Height of Woman English- C\_MEDICAL\_DATA.HEIGHT**

This field is critical if the field height of women metric is left blank. All partial inches need to be converted to eighths by using 8 as the common denominator. Do not leave eighths blank if it is really zero, use '0'.

Varchar2(3).

**BEHAVIOR 3 MONTHS PRIOR TO PREGNANCY****Cigarettes/Day - C\_SMOKING\_HISTORIES.CIG\_PER\_DAY\_3MOS\_BEFORE\_PREG**

This field is optional. If left blank, represents the number is unknown.

Varchar2(2).

**Drink Days/Week - C\_W\_HEALTHS.DAYS\_PER\_WEEK\_3MOS\_PREG**

This field is optional. If left blank, represents the number is unknown.

Varchar2(1)

**Drinks Per Day - C\_W\_HEALTHS.DRKS\_PER\_DAY\_3MOS\_PREG**

This field is optional. If left blank, represents the number is unknown.

Varchar2(2)

**BEHAVIOR LAST 3 MONTHS PREGNANCY****Cigarettes/Day - C\_SMOKING\_HISTORIES.SMOKE\_3MOS\_BEFORE\_DEL**

This field is optional. If left blank, represents the number is unknown.

Varchar2(2)

**Drink Days/Week - C\_W\_HEALTHS.DAYS\_PER\_WK\_DRINK\_3MOS**

This field is optional. If left blank, represents the number is unknown.

Varchar2(1)

**Drinks Per Day - C\_W\_HEALTHS.DRKS\_PER\_DAY\_3MOS**

This field is optional. If left blank, represents the number is unknown.

Varchar2(2)

**INFANT INFORMATION****Infants DOB - C\_INFANT\_DATA.BIRTH\_DATE**

This field is critical. For infants from a multiple birth, submit a separate record for each infant.

Format: MMDDCCYY

Varchar2(8)

**Sex - C\_INFANT\_DATA.GENDER**

This field is optional. If left blank, represents the number is unknown or refused

Values: "M" becomes "1"; "F" becomes "2"; otherwise, "9"

Varchar2(1)

**Number of Infants - Calculated from C\_INFANT\_DATA.INFANT\_SEQUENCE**

This field is optional. If left blank, no postpartum visit or infant info is available.

Varchar2(1)

**Born Alive or Dead - C\_INFANT\_STATUSES.CDCN\_BIRTH where**

C\_INFANT\_STATUSES.INFANT\_STATUS\_CODE matches the infant's ,

C\_INFANT\_DATA.INS\_INFANT\_STATUS\_CODE.

This field is optional. If left blank, represents the number is unknown.

Varchar2(1)

**Birth Weight Metric - C\_INFANT\_DATA.BIRTH\_WEIGHT**

This field is critical if birth weight English is not recorded. This field is obtained from the woman's self-report, hospital records, birth or death certificate and is rounded to the nearest gram.

Value: "9999"

Varchar2(4)

**Birth Weight English - C\_INFANT\_DATA.BIRTH\_WEIGHT**

This field is critical if birth weight metric is not recorded. This field is obtained from the woman's self-report, hospital records, birth or death certificate and is rounded to the nearest ounce. Fractional pounds must be converted to ounces. i.e. ½ lb = 8 ounces.

Varchar2(4)

**Alive or Dead at Post-Partum Visit - C\_INFANT\_STATUSES.CDCN\_POSTPARTUM**

where C\_INFANT\_STATUSES.INFANT\_STATUS\_CODE matches the infant's C\_INFANT\_DATA.INS\_INFANT\_STATUS\_CODE.

This field is optional. If left blank, represents the number is unknown. Living gets a value of '0'.

Varchar2(1)

**INFANT FEEDING**

**Currently Breast Feeding - C\_HEALTH\_HISTORIES.BREASTFEEDING\_CURRENTLY\_FLAG**

This field is optional but, if left blank represents the number is unknown. This is based on the postpartum visit date.

Values: "Y" becomes "1"; "N" becomes "0"; otherwise "9"

Varchar2(1)

**Ever Breastfed - C\_HEALTH\_HISTORIES.EVER\_BREASTFED\_FLAG**

This field only applies to those who answered 'No' to the currently breast feeding field.

If number of days breastfeeding is stopped <= 10, becomes "1".

If number of days breastfeeding is stopped <= 17, becomes "2".

If number of days breastfeeding is stopped <= 24, becomes "3".

If number of days breastfeeding is stopped <= 31, becomes "4".

If number of days breastfeeding is stopped <= 38, becomes "5".

If number of days breastfeeding is stopped <= 45, becomes "6".

If number of days breastfeeding is stopped > 45, becomes "7".

If not breastfeeding or breastfeeding is unknown, becomes "8"

If there is a blank it becomes "9".

Varchar2(1)

**Formula Use - C\_HEALTH\_HISTORIES.DATE\_FORMULA\_STARTED**

This field is optional. If left blank, represents the number is unknown.

If number of days breastfeeding is <= 10, becomes "1".

If number of days breastfeeding is <= 17, becomes "2".

If number of days breastfeeding is <= 24, becomes "3".

If number of days breastfeeding is <= 31, becomes "4".

If number of days breastfeeding is <= 38, becomes "5".

If number of days breastfeeding is <= 45, becomes "6".

If number of days breastfeeding is > 45, becomes "7".

If not breastfeeding or breastfeeding is unknown at post partum visit, becomes "8"

If Currently Breast Feeding, becomes "9".

Varchar2(1)

**Infant ID(Numeric) - C\_CLIENTS.CLIENT\_ID**

This field is critical and is used to link the infant to the Pediatric Nutrition Surveillance System.

The left-most eleven characters are the C\_CLIENTS.CLIENT\_ID, padded on the left with zeroes. The right-most four characters are blank.

Varchar2(15)

**Infant ID(Alpha) - C\_CLIENTS.FIRST\_NAME & C\_CLIENT.LAST\_NAME**

This field is optional. If left blank, represents the number is unknown.

This field is left blank.

Varchar2(30)

**Post-Partum Visit Date - C\_W\_HEALTHS.HEALTH\_HISTORY\_DATE when**



This field is optional. If left blank, represents the number is unknown.

Format:MMDDCCYY

Varchar2(8)

### **WOMAN'S WEIGHT**

#### **Initial Visit Metric - C\_WOMAN\_MEDICALS.PREPREG\_WEIGHT**

This field is optional. If left blank, represents the number is unknown. The weight should be recorded to the nearest tenth of a kilogram.

Value: "9999"

Varchar2(4)

#### **Post-Partum Visit Metric -C\_WOMAN\_MEDICALS.DELIVERY\_WEIGHT**

This field is optional. If left blank, represents the number is unknown. The weight should be recorded to the nearest tenth of a kilogram.

Value: "9999"

Varchar2(4)

#### **Initial Visit English - C\_WOMAN\_MEDICALS.PREPREG\_WEIGHT**

This field is optional. If left blank, represents the number is unknown. The weight should be recorded to the nearest 1/4 pound.

Varchar2(4)

#### **Post-Partum Visit English - C\_WOMAN\_MEDICALS.DELIVERY\_WEIGHT**

This field is optional. If left blank, represents the number is unknown. The weight should be recorded to the nearest 1/4 pound.

Varchar2(4)

### **HEMATOLOGY**

#### **Hemoglobin Initial Visit - C\_BLOODWORK\_DATA.HEMOGLOBIN**

This field is optional. If left blank, represents the number is unknown. Record this field to the nearest tenth of a gram per 100 milliliters.

Varchar2(3)

#### **Hemoglobin Post-Partum Visit - C\_BLOODWORK\_DATA.HEMOGLOBIN where C\_BLOODWORK\_DATA.BLOODWORK\_DATA\_DATE >**

#### **C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE**

This field is optional. If left blank, represents the number is unknown. Record this field to the nearest tenth of a gram per 100 milliliters.

Varchar2(3)

#### **Hematocrit Initial Visit - C\_BLOODWORK\_DATA.HEMATOCRIT**

This field is optional. If left blank, represents the number is unknown. Record this field to the nearest tenth of a percent.

Varchar2(3)

#### **Hematocrit Post-Partum visit - C\_BLOODWORK\_DATA.HEMATOCRIT where C\_BLOODWORK\_DATA.BLOODWORK\_DATA\_DATE >**

#### **C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE**

This field is optional. If left blank, represents the number is unknown. Record this field to the nearest tenth of a percent.

Varchar2(3)

### **# OF CIGARETTES CURRENTLY SMOKED/DAY**

#### **Initial Visit - C\_SMOKING\_HISTORIES.CIG\_PER\_DAY\_CURRENT**

This field is optional. If left blank, represents the number is unknown or refused.

Varchar2(2)

#### **PP Visit - C\_SMOKING\_HISTORIES.CIG\_PER\_DAY\_CURRENT where**

#### **C\_SMOKING\_HISTORIES.SMOKE\_HISTORY\_DATE >**

#### **C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE**

This field is optional. If left blank, represents the number is unknown or refused.

Varchar2(2)

**SMOKING CHANGES DURING PREGNANCY**

**Initial Visit** - C\_SMOKING\_CHANGES.CDCN\_VALUE

where C\_SMOKING\_CHANGES.SMOKING\_CHANGE\_CODE matches the  
C\_P\_HEALTHS.SC3\_SMOKING\_CHANGE\_CODE

This field is optional. If left blank, represents the number is unknown or refused.

Varchar2(1)

**PP Visit** - C\_SMOKING\_CHANGES.CDCN\_VALUE

where C\_SMOKING\_CHANGES.SMOKING\_CHANGE\_CODE matches the  
C\_P\_HEALTHS.SC3\_SMOKING\_CHANGE\_CODE and  
C\_SMOKING\_HISTORIES.SMOKE\_HISTORY\_DATE >  
C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE

This field is optional. If left blank, represents the number is unknown or refused. If the woman started the program after birth, she should be asked if any smoking changes occurred during the pregnancy and the information should be recorded for the initial visit.

Varchar2(1)

**HOUSEHOLD SMOKING**

**Initial Visit** - C\_SMOKING\_CHANGES.CDCN\_VALUE

where C\_SMOKING\_CHANGES.SMOKING\_CHANGE\_CODE matches  
C\_SMOKING\_HISTORIES.HOUSEHOLD\_SMOKE

This field is optional. If left blank, represents the number is unknown or refused.

Values: "Y" becomes "1"; "N" becomes "0"; otherwise "9"

Varchar2(1)

**PP Visit** - C\_SMOKING\_CHANGES.CDCN\_VALUE

where C\_SMOKING\_CHANGES.SMOKING\_CHANGE\_CODE matches the  
C\_SMOKING\_HISTORIES.HOUSEHOLD\_SMOKE and  
C\_SMOKING\_HISTORIES.SMOKE\_HISTORY\_DATE >  
C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE

This field is optional but, if left blank represents the number is unknown or refused.

Values: "Y" becomes "1"; "N" becomes "0"; otherwise "9"

Varchar2(1)

**CURRENTLY DRINK DAYS PER WEEK**

**Initial Visit** - C\_W\_HEALTHS.DAYS\_PER\_WK\_DRINK\_CUR

This field is optional. If left blank, represents the number is unknown or refused.

Varchar2(1)

**Post-Partum Visit** - C\_W\_HEALTHS.DAYS\_PER\_WK\_DRINK\_CUR where

C\_HEALTH\_HISTORIES.HEALTH\_HISTORY\_DATE >  
C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE

This field is optional. If left blank, represents the number is unknown or refused.

Varchar2(1)

**CURRENT NUMBER OF DRINKS PER DAY**

**Initial Visit** - C\_W\_HEALTHS.DRKS\_PER\_DAY\_CUR

This field is optional. If left blank, represents the number is unknown or refused.

Varchar2(2)

**Post-Partum Visit** - C\_W\_HEALTHS.DRKS\_PER\_DAY\_CUR where

C\_HEALTH\_HISTORIES.HEALTH\_HISTORY\_DATE >  
C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE

This field is optional. If left blank, represents the number is unknown or refused.

Varchar2(2)

**WIC Initial Visit** - C\_CERTIFICATIONS.CERT\_START\_DATE where

C\_CERTIFICATIONS.CERT\_START\_DATE <= POST\_START\_DATE  
(Post\_Start\_Date is a variable that holds Post Partum Certification Start Date.)  
This field is optional. If left blank, represents the number is unknown.  
Varchar2(1)

**Post-Partum Visit** - C\_CERTIFICATIONS.CERT\_START\_DATE  
where C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE =  
ACT\_DELIVERY\_DATE  
This field is optional. If left blank, represents the number is unknown.  
Varchar2(1)

#### FOOD STAMPS

**Initial Visit** - C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID  
for C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID = 'FSP'  
This field is optional. If left blank, represents the number is unknown.  
If FSP is found, becomes "1"; otherwise, becomes "2"  
Varchar2(1)

**Post-Partum Visit** - C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID  
for C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID = 'FSP'  
where C\_HEALTH\_HISTORIES.HEALTH\_HISTORY\_DATE >  
C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE  
If FSP is found, becomes "1"; otherwise, becomes "2"  
This field is optional. If left blank, represents the number is unknown.  
Varchar2(1)

#### MEDICAID

**Initial Visit** - C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID  
for C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID = 'MED'  
This field is optional. If left blank, represents the number is unknown.  
If Medicaid is found, becomes "1"; otherwise, becomes "2"  
Varchar2(1)

**Post-Partum Visit** - C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID  
for C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID = 'MED'  
where C\_HEALTH\_HISTORIES.HEALTH\_HISTORY\_DATE >  
C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE  
If Medicaid is found, becomes "1"; otherwise, becomes "2"  
This field is optional. If left blank, represents the number is unknown.  
Varchar2(1)

#### TANF

**Initial Visit** - C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID  
for C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID = 'AFDC'  
This field is optional. If left blank, represents the number is unknown.  
If TANF is found, becomes "1"; otherwise, becomes "2"  
Varchar2(1)

**Post-Partum Visit** - C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID where  
C\_HEALTH\_HISTORIES.HEALTH\_HISTORY\_DATE >  
C\_CERTIFICATIONS.ACTUAL\_DELIVERY\_DATE  
for C\_CLIENT\_PROGS.PRG\_PROGRAM\_ID = 'AFDC'  
This field is optional. If left blank, represents the number is unknown.  
If TANF is found, becomes "1"; otherwise, becomes "2"  
Varchar2(1)

**State Use Fields** - Varchar2(15)

**For Expansion** - Varchar2(3)

*Radio Button(s)*

**Electronic File** - Click this button if he/she wishes to create an electronic version of the report for storage on the network server.

**CD** - Select this button if he/she wishes to create a CD to store the report being generated for the selected quarter.

*Background Process(es):*

When the user clicks the **Proceed** push button the system runs sql scripts to extract the necessary information from pregnant participant records and writes this information to an ASCII file stored on a predetermined server directory or CD Rom. The system verifies the following:

If the Quarter field is blank then the system alerts the user to enter a Quarter. If the Quarter the user enters is not valid (1, 2, 3, 4) then the system alerts the user that s/he has entered an invalid Quarter.

If the above is not true then the system initiates the following command: run\_cdcn

## System Administration Producing a CDC Pediatric Nutrition Surveillance File

### Section 6 - 1.1.10.1 CDC Pediatric

*Form: ss\_cdc\_pediatric*

**Filename** - This field is optional.

**From/Thru** - These fields are mandatory.

### Section 6-1.1.10.2: CDC Pediatric File

*Fields*

**State** - O\_STATE\_AGENCIES.ORG\_CODE

This field is critical. Records are rejected if values are not acceptable.

Set to "AZ". (Was set to "HI" for Hawaii.)

Varchar2(2)

**Sub-State** - The # 8 is almost always coded here unless otherwise specified by CDC's processing programs. This field is used with the state field as a single variable.

Set to "8"

Varchar2(1)

**County** - S\_COUNTIES.CDC\_COUNTY\_CODE For S\_GEO\_LOCATIONS.SC4\_COUNTY\_CODE  
For S\_GEO\_LOCATIONS.GEO\_LOCATION\_ID For THE PARTICIPANT'S  
O\_ORGANIZATIONAL\_UNITS.SEQ\_ID

This field is used to produce yearly statistics for counties. The codes are provided by state agencies.

Set to the county code from S\_GEO\_LOCATIONS.COUNTY\_CODE, left-padded with zeroes.

Varchar2(3)

**Clinic** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE

This field is critical and is part of the record ID.

Varchar2(2)

**Reason for attending clinic** - A\_ATTEND\_STATUSES.ATTEND\_STATUS\_CODE

This field is critical and is part of the record ID.

Value: "06"

Varchar2(2)

**Date of Clinic Visit** - C\_MEDICAL\_DATA.MEDICAL\_DATA\_DATE

This field is critical and is part of the record ID. Blanks represent information not known.

Format: CCYYMMDD

Varchar2(8)

**Individual Identification** - C\_INFANT\_CHILD\_MEDICALS.CC1\_CC\_CLIENT\_ID

This field is critical and is used to ID each child in the clinic.

The left-most 11 characters are the

C\_INFANT\_CHILD\_MEDICALS.CC1\_CC\_CLIENT\_ID, padded on the left with zeroes. The right-most character is blank.

Varchar2(12)

**Date of Birth** - C\_INFANT\_DATA.BIRTH\_DATE

This field is critical and is part of the record ID.

Format: YYYYMMDD

Varchar2(8)

**Sex - C\_INFANT\_DATA.GENDER**

This field is critical and is part of the record ID.

CDC accepts the Values “M”, “F”, or if unknown “9”.

Varchar2(1)

**Ethnic Code - C\_ETHNIC\_GROUPS.CDCN\_VALUE**

where C\_ETHNIC\_GROUPS.ETHNIC\_GROUP\_CODE =

C\_CLIENTS.CEG\_ETHNIC\_GROUP\_CODE

This field is critical and is part of the record ID.

Varchar2(1)

Filler - This field has a constant value of '0' Varchar2(1)

**Type of Visit - C\_INFANT\_CHILD\_MEDICALS.MEDICAL\_DATA\_DATE**

The following code takes the latest medical date and checks it against anything in the past year:

```
Select MEDICAL_DATA_DATE
```

```
From C_INFANT_CHILD_MEDICAL
```

```
Where CLIENT_ID = Client
```

```
And MEDICAL_DATA_DATE < (start_date)
```

```
And MEDICAL_DATA_DATE >=(start_date-365)
```

(Note: start\_date is a variable holding the most recent Medical\_Data\_Date). If

only the first condition is met then a 'S' for Initial Screen is coded but if both conditions were met then it gets coded with a 'F' for Followup Visit. If none of the conditions are met then it gets coded with a '9'.

Varchar2(1)

**Participant's Height in Inches (English) - C\_INFANT\_CHILD\_MEDICALS.HEIGHT**

This field is critical if the field Participant's Height in Centimeters is left blank. All partial inches need to be converted to the nearest eighth of an inch.

Varchar2(3)

**Participant's Height in Centimeters (Metric) - C\_INFANT\_CHILD\_MEDICALS.HEIGHT**

This field is critical if the field Participant's Height in Inches is left blank. All partial inches need to be converted to the nearest tenth of a centimeter. Metric weight will be used if English and Metric are both recorded.

Not calculated.

Varchar2(4)

**Participant's Weight in Pounds (English) - C\_INFANT\_CHILD\_MEDICALS.WEIGHT**

This field is critical if the field Participant's Weight in Kilograms is left blank. All weights need to be converted to the nearest 1/4 of a pound.

Varchar2(4)

**Participant's Weight in Kilograms (Metric) - C\_INFANT\_CHILD\_MEDICALS.WEIGHT**

This field is critical if the field Participant's Weight in Pounds is left blank. All weights need to be converted to the nearest tenth of a kilogram.

Value: "9999"

Varchar2(4)

**Hemoglobin - C\_BLOODWORK\_DATA.HEMOGLOBIN**

This field is optional. '99.9' indicates the number is unknown. Record this field to the nearest tenth of a gram per 100 milliliters.

Varchar2(3)

**Hematocrit - C\_BLOODWORK\_DATA.HEMATOCRIT**

This field is optional but, '99.9' represents the number is unknown. Record this field to the nearest tenth of a percent.

Varchar2(3)

**Birth Weight in Pounds (English) - C\_INFANT\_DATA.BIRTH\_WEIGHT**

This field is critical if the field metric weight of participant is left blank.

Varchar2(2)

**Birth Weight in Ounces (English) - C\_INFANT\_DATA.BIRTH\_WEIGHT**

This field is combined with the birth weight in the pounds field and is recorded to the nearest whole ounce. When English and metric weights are both recorded, use the metric field.

Varchar2(2)

**Birth Weight in Ounces (Metric) - C\_INFANT\_DATA.BIRTH\_WEIGHT**

This field is critical if the field English weight of participant is left blank. Record this field to the nearest gram. When English and metric weights are both recorded, use the metric field.

Value: "9999"

Varchar2(4)

**Space not Used - Varchar2(3)**

**Space not Used - Varchar2(3)**

**Cholesterol (mg/100mL) - Note: Arizona will not capture this during design sessions.**

This field is optional. A value of '99.9' is used if the value is unknown. Record this field to the nearest milligram per 100 milliliter.

Varchar2(3)

**Census Track(Filler) - This field has blank spaces. Varchar2(6)**

**Free Erythrocyte Protoporphyrin - Not captured. Needs to be discussed with Arizona.**

This field is optional. A value of '99.9' is used if the value is unknown.

Varchar2(3)

**Currently Breastfeeding -**

C\_HEALTH\_HISTORIES.BREASTFEEDING\_CURRENTLY\_FLAG

This field is optional. If left blank, represents the number is unknown. This is based on the postpartum visit date.

Varchar2(1)

**Ever Breastfed - C\_HEALTH\_HISTORIES.EVER\_BREASTFED\_FLAG**

This field only applies to those who answered 'No' to the Currently Breastfeeding field.

Varchar2(1)

**Length of Time Breastfed - C\_HEALTH\_HISTORIES.BF\_DURATION**

This field is optional. If left blank, represents the number is unknown. If currently breastfeeding was coded 'Y', this field should be left blank.

Varchar2(2)

**Future Expansion - Varchar2(2)**

**State Use Only - Varchar2(4)**

**Mother on WIC - Varchar2(1) Field accepts 'Y' or 'N'**

*Radio Button(s)*

**Electronic File-** Click this button if he/she wishes to create an electronic version of the report for storage on the network server.

**CD-** Select this button if he/she wishes to create a CD to store the report being generated for the selected quarter.

*Background Process(es):*

When the user clicks the **Proceed** push button the system runs SQL scripts to extract the necessary information from pediatric participant records and writes this information to an ASCII file stored on a predetermined server directory or CD Rom. The system verifies the following:

If the month field is blank then the system alerts the user to enter a month. If the month the user enters is not valid ('JAN', 'FEB', ..... ) then the system alerts the user that he/she has entered an invalid month.

If the above is not true, then the system initiates the following command: cdcped: Updating a CDC / Participant Characteristics File Transmission Log

**Section 6 - 1.1.11.1 : CDC / Participant Characteristics File Transmission Log**

*Form: ss\_mtn\_cdc\_log*

*Fields*

**Run Time Period - S\_CDC\_LOGS\_ID.RUN\_TIME\_PERIOD**

This field is optional.

**Trans. Date - S\_CDC\_LOGS\_ID.TRANSMISSION\_DATE**

This field is optional.

**Trans. Type - S\_CDC\_LOGS\_ID.STT\_ID**

This field is optional.

**# records sent - S\_CDC\_LOGS\_ID.RECORDS\_SENT**

This field is optional.

**Filename - S\_CDC\_LOGS\_ID.FILENAME**

This field is optional.

**Sender - S\_CDC\_LOGS\_ID.SENDER**

This field is optional.

**Comment - S\_CDC\_LOGS\_ID.NOTE**

This field is optional.

*Background Process(es):*

None



## System Administration

### Section 6 - 1.1.12 : Inter Agency - File Upload

*Form: ss\_dual\_enrollment*

*Fields*

**WIC Agency** - Enables the user to select ITCA WIC agency or NAVAJO WIC agency.

**Last Updated Date** - The last upload date for the data file for corresponding WIC agency.

**File Name** - Enables user to enter the data filename for corresponding WIC agency.

*Push Button(s)*

**Proceed** - Pressing this button will actually upload the data file.

**Cancel** - Pressing this button will cancel the process of upload.

*Background Process(es)*

This process reads the file from ITCA or the Navajo Nation and loads the data into the tables (az\_itca and az\_navajo respectively) that is then used for the dual enrollment report comparison.

## System Administration

### Section 6 - 1.2 : Laptop Administration

#### Section 6 - 1.2.1 : Load/Unload Clinic

##### Section 6 - 1.2.1.1 : Load/Unload Clinic

*Form: ss\_load\_unload\_clinc*

*Fields*

**Clinic** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE

O\_ORGANIZATIONAL\_UNITS.NAME

Lov : O\_ORGANIZATIONAL\_UNITS

This field is mandatory.

**Number of Expected Participants** - User entered number of Participants.

These fields are mandatory

**Number of FI's** - Default 4 x (Number of expected Participants). This field can be changed by the user to a desired #.

This field is mandatory

*Radio Button(s)*

**Check In-** UPDATE modified participant records for CLINIC locked on the server.

**Check Out-** Download selected CLINIC to diskette(s).

*Check Box(es)*

**Desired Table Data-** A flagged field that enables/disables a download of table data to a diskette(s).

Default is 'Checked'.

**Participant Data-** A flagged field that enables/disables a download/upload of participant data to a diskette(s)

*Background Process(es):*

When the user clicks the **Proceed** push button, the system determines if a Clinic is being checked out or checked in. Checked out runs the Clinic Load scenario below, check in runs the Clinic Unload scenario::

Update Lock Table View and Modify Table

**Section 6 - 1.2.2.1 : Lock Table View and Modify**

*Form: ss\_lock\_table\_view*

*Fields*

**Clinic -** O\_ORGANIZATIONAL\_UNITS.ORG\_CODE

This field is display only.

**Clinic Name -** O\_ORGANIZATIONAL\_UNITS . NAME

This field is display only.

*Check Box(es)*

**Checked Out-** O\_ORGANIZATIONAL\_UNITS . CHECK\_OUT\_FLAG

*Background Process(es):*

If the O\_ORGANIZATIONAL\_UNITS.CHECK\_OUT\_FLAG is set to N by the user clicking on the check box and removing the check, then the system will no longer treat the clinic as checked out in validation processes and users will receive no error messages when performing system transactions related to this clinic.

**Section 6 - 1.2.3** : Load/Unload Laptop**Section 6 - 1.2.3.1** : Load/Unload Laptop

*Form: ss\_load\_unload\_laptop*

*Fields*

**Clinic** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE

O\_ORGANIZATIONAL\_UNITS.NAME

Lov : O\_ORGANIZATIONAL\_UNITS

This field is mandatory.

**Number of Expected Participants** - User entered number of Participants.

These fields are mandatory.

**Number of FT's** - Default is 4 x (Number of expected Participants). This field can be changed by the user to a desired #.

This field is mandatory

*Radio Button(s)*

**Check In-** UPDATE modified participant records for CLINIC locked on the server.

**Check Out-** Download selected CLINIC to laptop from diskette(s) or server

*Check Box(es)*

**Desired Table Data-**A flagged field that enables/disables a download of table data to the laptop

**Participant Data-** A flagged field that enables/disables a download/upload of participant data to the laptop

*Background Process(es):*

When the user clicks the **Proceed** button, the system determines the method of check out (LAN, Modem or Dial-up) using the following code:

```
IF control media radio buttons = 'N' THEN -- LAN
    transfer method = 'LAN';
IF control media radio buttons = 'D' THEN -- Modem
    transfer method = 'DIAL';
ELSE -- K Diskette
    transfer method := 'DISK';
```

If control check radio buttons = 'L' then the laptop is loaded.

The system then determines the data to be loaded:

```
if control static data check box = 'N' and control client data check box = 'N' then
    Alert the user 'One or Both data check boxes must be checked before continuing.
if my control static data check box = 'Y' and my control client data check box = 'N' then
    data type := 'B'; -- Base table data only
if my control static data check box = 'N' and control client data check box = 'Y' then
    data type := 'C'; -- Client / FI data only
if control static data check box = 'Y' and control client data check box = 'Y' then
    data type := 'A'; -- All data
```

**LAPTOP LOAD**

If the Data Transfer Method is equal to 'Dial Up' or 'Network' and the user clicks the Proceed push button then the system begins by running a batch file LAPLOAD.BAT which connects to the server and runs the clinic load process. The system then runs the batch file AL\_COPY.BAT which unzips the export file and copies it onto the laptop hard drive. The system then checks to see if the data to be loaded is for the clinic existing on the laptop or another clinic and notifies the user if the clinic is different.

The system then runs the batch file AL\_INSERT.BAT which runs the following SQL scripts:

AL\_DISABLE\_SCRIPT.SQL which disables all triggers and constraints for the laptop database tables, AL\_PURGE\_LAP.SQL which truncates all of the laptop database tables for importing all tables from the export file, AL\_LAP\_INS.SQL which inserts all rows from the EODLAP tables to the laptop database tables, AL\_UPDATE\_SEQ which updates the sequences for all required fields, AL\_ENABLE\_SCRIPT which enables the triggers and constraints, and AL\_CREATE\_USERS which assigns roles and privileges to users. The system then inserts the current system date and clinic code into the EODLAP.L\_AGCY\_CLN\_DATE table, updates the O\_ORGANIZATIONAL\_UNITS check out flag to 'N' indicating that the clinic is not checked out from the laptop and updates O\_ORGANIZATIONAL\_UNITS check out flag to 'Y' for all other clinics on the laptop.

If the Data Transfer Method is equal to 'Diskette' the system first checks that the Clinic Load process has been completed from the Clinic Load/Unload screen (see Clinic Load Background Process). If a disk has been created for the clinic the user inserts the diskette and runs the same process as above, starting with the AL\_COPY.BAT batch file, excluding the LAPLOAD.BAT batch file.

**LAPTOP UNLOAD**

If the Data

Transfer Method is equal to 'Dial Up' or 'Network' and the user clicks the Proceed push button the system runs the batch file LA\_UNLOAD\_1.BAT. This batch file runs the following SQL scripts: LA\_LAP\_AGCY.SQL which truncates all EODLAP tables and copies all new or modified data from the laptop database tables to the EODLAP tables, LA\_UPDATE\_LSEQ.SQL which updates sequences for all required fields.

The system then creates an export file which exports all of the rows that belong to the owner EODLAP to a dump file and types the LA\_LAP\_AGCY.LOG, LA\_UPDATE\_LSEQ.LOG, and CLIN\_EXP.LOG to the screen and deletes the files from the directory.

Next the system updates the O\_ORGANIZATIONAL\_UNITS tables to change the check out flag for the clinic to 'Y' and the dump file is transferred to the server via diskette, LAN and dial-up.

The system then runs the batch file LAPDUMP.BAT which connects to the server and runs the clinic upload process. If the Data Transfer Method is equal to 'Diskette' and the user clicks the Proceed push button the system first checks to see if the Clinic Unload process for diskette has been executed from the Clinic Load/Unload screen (see Clinic Unload Background Process). If the Clinic Unload process has been executed the system runs the same Laptop Unload as the 'Dial-up' and 'Network' process above excluding the LAPDUMP\_BAT batch file.

This processing will function on desktop/laptops if the laptop has the database loaded on to it.

**Section 6 - 2** : Tables**Section 6 - 2.1** : Update Table Information**Section 6 - 2.1.1** : Update Cities**Section 6 - 2.1.1.1** : Cities

*Form: ss\_mtn\_city*

*Report: sr\_mtn\_city*

*Fields*

**Description - S\_CITIES.DESCRPTION**

This field is mandatory.

**Comment - S\_CITIES.NOTE**

This field is optional.

*Background Process(es):*

None: Update Contact Methods

**Section 6 - 2.1.2.1** : Contact Methods

*Form: ss\_mtn\_cont\_method*

*Fields*

**Code - S\_CONTACT\_METHODS.CM\_ID**

This field is mandatory.

**Description - S\_CONTACT\_METHODS.DESCRPTION**

This field is mandatory.

**Comment - S\_CONTACT\_METHOD.NOTE**

This field is optional.

*Background Process(es):*

None

**Section 6 - 2.1.3** : Update Contact Titles**Section 6 - 2.1.3.1** : Contact Titles

*Form: ss\_mtn\_contact\_title*

*Report: sr\_mtn\_contact\_title*

*Fields*

**Code -** S\_CONTACT\_TITLES.CONTACT\_TITLE\_CODE

This field is mandatory.

**Description -** S\_CONTACT\_TITLES.DESCRPTION

This field is mandatory.

**Comment -** S\_CONTACT\_TITLES.NOTE.

This field is optional.

*Background Process(es):*

None



**Section 6 - 2.1.4 : Update States/Counties****Section 6 - 2.1.4.1 : State/Counties**

*Form: ss\_mtn\_state\_county*

*Report: sr\_mtn\_state\_county*

*Fields*

**ID** - S\_COUNTIES.SS\_STATE\_ID

Lov : S\_STATES

This field is mandatory.

**Description** -S\_STATES.DESCRPTION

This field is mandatory.

**Comment** -S\_STATES.NOTE

This field is optional.

**Code** - S\_COUNTIES.COUNTY\_CODE

This field is mandatory.

**Description** - S\_COUNTIES.DESCRPTION

This field is mandatory.

**CDC County Code** - S\_COUNTIES.CDC\_COUNTY\_CODE

This field is mandatory.

**Comment** - S\_COUNTIES.NOTE

This field is optional.

*Background Process(es):*

The system connects all S\_COUNTIES records to the S\_STATES records that are inputed.

**Section 6 - 2.1.5 : Update Locales****Section 6 - 2.1.5.1 : Locales**

*Form: ss\_mtn\_locale*

*Report: sr\_mtn\_locale*

*Fields*

**City** - S\_GEO\_LOCATION.SC\_DESCRIPTION

Code table column S\_CITIES.DESCRPTION

Lov : S\_CITIES

This field is mandatory.

**Zip Code** - S\_GEO\_LOCATIONS.SZ\_ZIPS

Code table column S\_ZIPS. ZIP5

Lov : S\_ZIP5

This field is mandatory.

**County** - S\_GEO\_LOCATION.SC4\_DESCRIPTION

Code table column S\_COUNTIES.DESCRPTION

Lov : S\_COUNTIES

This field is mandatory.

**State** - S\_GEO\_LOCATION.S\_STATE\_ID

Lov : S\_STATES

This field is mandatory.

**Comment** - S\_GEO\_LOCATIONS.NOTE

This field is optional.

*Background Process(es):*

The system prevents the user from entering a state/country combination that is untrue by validating against records on the S\_COUNTIES table which contains as a primary key the S\_COUNTIES.SS\_STATE\_ID and S\_COUNTIES.COUNTY\_CODE field

**Section 6 - 2.1.6** : Update Phone Types**Section 6 - 2.1.6.1** : Phone Types*Form: ss\_mtn\_phone\_type**Report: sr\_mtn\_phone\_type**Fields***Code** - S\_PHONE\_TYPES.PHONE\_TYPE\_CODE

This field is mandatory.

**Description** - S\_PHONE\_TYPES.DESCRPTION

This field is mandatory.

**Comment** - S\_PHONE\_TYPES.NOTE

This field is optional.

*Background Process(es):*

None

**Section 6 - 2.1.7** : Update Zip Codes**Section 6 - 2.1.7.1** : Zip Codes*Form: ss\_mtn\_zipcode**Report: sr\_mtn\_zipcode**Fields***Zip Code - S\_ZIPS.ZIP5**

This field is mandatory.

*Background Process(es):*

None

## **System Administration**

### **Section 6 - 2.1.8 : Email Functionality**

*Form: None*

## **System Administration**

### **Section 6 - 2.1.9 : GIS Capability**

Form: None

## System Administration

### Section 6 - 2.1.10 : Ad Hoc Querying and Reporting Functionality

#### Section 6 - 2.1.10.1 : Discoverer Log on screen

*Form: None in AIM Database*

*Fields*

**Username** - S\_WIC\_USERS.USERNAME

This field is mandatory.

**Password** - S\_WIC\_USERS.PASSWORD

This field is mandatory.

**Connect** - User entered database that the user wishes to connect to.

This field is mandatory.

*Push Button(s)*

**Connect** - Access the system and begin using Discoverer Query Tool.

**Cancel** - Exits the Discoverer Log on screen without entering the application.

**Help** - Invoke the Discoverer Help File.

**About** - Invokes the screen which details licensing and product information about Discoverer HelpTool.

*Background Process(es):*

The Discoverer application encrypts the text being entered by the user in the password field. When the user clicks the Connect button, the Discoverer application verifies the user name as a valid user name stored in the application tables. After the username has been validated, the system verifies the password entered as the valid password corresponding with the username entered. If the username or password are invalid, access to the Discoverer application is denied.

\*Note: This processing is performed by the Discoverer application which isn't integrated with the AIM system design and, therefore, the code isn't documented here.

## System Administration

### Section 6 - 3 : Outputs

#### Section 6 - 3.1 : Reports

##### Section 6 - 3.1.1 : System Access Report Criteria

*Form: sr\_system\_access*

###### *Fields*

**Report Type** - Allows the user to select the type of Access to be reported against. Normal, Unusual or Unauthorized.

Access Date From/Thru-Queries against S\_ACCESSSES.ACCESS\_DATE

##### Section 6 -1.1.1.2: System Access Report

###### *Fields*

**Access Dates From and Thru** - These dates are the same as those dates selected by the user in the Access Date From/Thru fields on the parameter screen.

**Normal/Unusual/Unauthorized Access** - This field is determined by the report type selected by the user in the Report Type field in the parameter screen. Only one of these values will show on the report.

**Access Date** - S\_ACCESSSES.ACCESS\_DATE

**Access Time** - S\_ACCESSSES.ACCESS\_DATE. The system uses the time ('HH24:MI:SS') format portion of the ACCESS\_DATE.

**User ID** - S\_ACCESSSES.USER\_ID

**Access Requested** - S\_ACCESSSES.ACCESS\_TYPE . “Access - type in an Oracle subtype field of the S\_ACCESSSES table. The values that will be displayed on the report are: Unauthorized, Unusual or Normal, depending upon the Report Type selected by the user in the parameter screen. See the Arizona WIC Logon Screen for an explanation of how the S\_ACCESSSES.ACCESS\_TYPE field for each record is calculated.

**Reason Denied** - S\_ACCESS.REASON\_DENIED If the Report Type is Unauthorized then the value populated is “Userid and/or Password entered are invalid”. If the Report Type is UNUSUAL OR NORMAL then the value for the REASON\_DENIED field is “N/A”.

*Sort Criteria (Major to Minor):*

Access Date

*Background Process(es):*

None.



## System Administration

### Section 6 - 3.1.2 : WIC Active and Inactive Roles Report Criteria

*Form: sr\_wic\_active\_roles*

*Fields*

None

### Section 6 - 3.1.2.1 : WIC Active and Inactive Roles Report

*Fields*

*Active Roles*

**Description** - S\_ROLES.DESCRPTION where the S\_ROLES.DEFAULT\_FLAG = Y for the S\_USER\_ROLES.SR\_ROLE\_ID associated with the S\_USER\_ROLES.SWU\_USER\_ID

**User Count** - COUNT (S\_USER\_ROLES.SWU\_USER\_ID) where the S\_ROLES.DEFAULT\_FLAG = Y for the associated S\_USER\_ROLES.SR\_ROLE\_ID

*Inactive Roles*

**Description** - S\_ROLES.DESCRPTION for the S\_ROLES.ROLE\_ID where there is no associated S\_USER\_ROLES.SR\_ROLE\_ID and for the S\_USER\_ROLES.SR\_ROLE\_ID where the associated S\_ROLES.DEFAULT\_FLAG = N

*Inactive Users*

**User ID** - S\_WIC\_USERS.USER\_ID where the S\_WIC\_USERS.PASSWORD\_EXP\_DATE is less than the SYSDATE

**Role** - S\_ROLES.DESCRPTION for the S\_USER\_ROLES.SR\_ROLE\_ID associated with the S\_USER\_ROLES.SWU\_USER\_ID where the S\_WIC\_USERS.PASSWORD\_EXP\_DATE is less than the SYSDATE

*Sort Criteria (Major to Minor):*

LA  
Clinic

*Background Process(es)*

None.

## System Administration

### Section 6 - 3.1.3 : WIC Role Authorities Report Criteria

*Form: sr\_wic\_role\_auth*

*Fields*

None

### Section 6 - 3.1.3.1 : WIC Role Authorities Report

*Fields*

Local Agency - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE

O\_ORGANIZATIONAL\_UNITS.NAME

**Clinic -** O\_ORGANIZATIONAL\_UNITS.ORG\_CODE

O\_ORGANIZATIONAL\_UNITS.NAME

**User Name -** S\_WIC\_USERS.USER\_NAME for the S\_USER\_ROLE.SWU\_USER\_ID where the associated S\_ROLES.DEFAULT\_FLAG = Y or N for the

O\_ORGANIZATIONAL\_UNITS.ORG\_CODE entered by the user in the agency and clinic fields in the Arizona WIC Logon Screen.

**User ID -** S\_USER\_ROLE.SWU\_USER\_ID where the associated S\_ROLES.DEFAULT\_FLAG = Y or N for the O\_ORGANIZATIONAL\_UNITS.ORG\_CODE entered by the user in the agency and clinic fields in the Arizona WIC Logon Screen.

**Roles -** S\_USER\_ROLES.DESCRPTION for the S\_USER\_ROLES.SR\_ROLE\_ID associated with the S\_WIC\_USERS.USER\_ID where the associated S\_ROLES.DEFAULT\_FLAG = Y or N for the O\_ORGANIZATIONAL\_UNITS.ORG\_CODE entered by the user in the agency and clinic fields in the Arizona WIC Logon Screen.

*Sort Criteria (Major to Minor):*

LA

Clinic

User Last Name

User First Name

*Background Process(es):*

None.

## System Administration

### Section 6 - 3.1.4 : Expired Passwords Criteria

*Form: sr\_wic\_user\_access*

*Fields*

None

### Section 6 - 3.1.4.1 : Expired Passwords Report

*Fields*

**Local Agency** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE

O\_ORGANIZATIONAL\_UNITS.NAME

**Clinic** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE

O\_ORGANIZATIONAL\_UNITS.NAME

**User Name** - O\_STAFF\_MEMBERS.FIRST\_NAME

O\_STAFF\_MEMBERS.LAST\_NAME

**User ID** - S\_WIC\_USERS.USER\_ID where S\_WIC\_USERS.PASSWORD\_EXP\_DATE is less than or equal to the SYSDATE -1.

**Role** - S\_USER\_ROLES.DESCRPTION

**Password Expiration Date** - S\_WIC\_USERS.PASSWORD\_EXP\_DATE where the password's expiration date is less than or equal to the sysdate -1.

*Sort Criteria (Major to Minor):*

LA

Clinic

User Last Name

User First Name

*Background Process(es):*

None

## System Administration

### Section 6 - 3.1.5 : WIC User Directory Criteria

*Form: sr\_wic\_user\_dir*

*Fields*

None

### Section 6 - 3.1.5.1 : WIC User Directory Report

*Fields*

**Local Agency** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE,  
O\_ORGANIZATIONAL\_UNITS.NAME

**Clinic** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE,  
O\_ORGANIZATIONAL\_UNITS.NAME

**Name** - O\_STAFF\_MEMBERS.FIRST\_NAME,  
O\_STAFF\_MEMBERS.LAST\_NAME

**Staff ID** - O\_STAFF\_MEMBER.STAFF\_MEMBER\_ID

**User ID** - S\_USER\_ROLES.S\_WIC\_USER\_USER\_ID

**Pseudo** - O\_STAFF\_MEMBERS.PSEUDO\_FLAG

**Vacant** - O\_STAFF\_MEMBERS.VACANT\_FLAG

**Non-WIC** - O\_STAFF\_MEMBERS.NON\_WIC\_FLAG

**Roles** - S\_USER\_ROLES.DESCRPTION

*Sort Criteria (Major to Minor):*

LA

Clinic

Last Name

First Name

*Background Process(es):*

None.

## System Administration

### Section 6 - 3.1.6 : Pending Certification Records Criteria

*Form: sr\_pend\_cert\_recs*

*Fields*

None

### Section 6 - 3.1.6.1 : Pending Certification Records Report

*Fields*

**Local Agency** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE  
O\_ORGANIZATIONAL\_UNITS.NAME

**Clinic** - O\_ORGANIZATIONAL\_UNITS.ORG\_CODE  
O\_ORGANIZATIONAL\_UNITS.NAME

**Participant ID** - C\_CLIENTS.CLIENT\_ID

**Name** - C\_CLIENTS.LAST\_NAME,  
C\_CLIENTS.FIRST\_NAME

**Application Date** - C\_CLIENTS.APPLICATION\_DATE

*Sort Criteria (Major to Minor):*

Participant ID

Last Name

First Name

*Background Process(es):*

The system searches for client records that have a C\_CLIENTS.CLIENT\_ID where the C\_CLIENTS.REC\_STATUS = 'P' or the C\_CLIENTS.REC\_STATUS = 'A' and the client has not been issued food instruments. The code 'P' stands for pending certification record. The code 'A' stands for active certification record.